Sole Source / Price Reasonableness - Justification Form

Department Name: ____________________________________________

Requisition/Purchase Order Number: ____________________________

This form must be submitted with a Requisition/Purchase Order that will exceed $10,000 where competitive bids required by Middlebury College Procurement Policy have not been obtained.

Please indicate in the appropriate box the reason(s) the purchase listed above has been awarded without competitive bidding. Please use the explanation sections below to indicate why the use of a sole source supplier is justified and/or why the pricing of the goods or services listed is considered fair and reasonable in the absence of a competitive bidding process.

Part I. Single/Sole Source Explanation:

☐ 1.) No comparable item available – sold through manufacturer direct or single distributor.

☐ 2.) Used/reconditioned/demo equipment uniquely available at cost below new.

☐ 3.) Must match existing equipment: available only from original equipment supplier.

☐ 4.) Software upgrade: available only from original software house or exclusive distributor.

☐ 5.) Repair or maintenance items only sourced from original manufacturer.

☐ 6.) Good(s) or Service(s) are unique and available only from single vendor (detail explanation must be provided on reverse side of form).

☐ 7.) Items to be purchased by private/donor funding; donor has specified source vendor.

☐ 8.) Environmental / Minority-Owned / Local Vendor preference.

☐ 9.) Other.

Explain Selected Reason: (Required for items checked above. Clarify why supplier is the ONLY supplier that will meet your requirements; attach add’l pages if needed.)
**Part II. Reasonable Price Establishment:**

- 1.) Price obtained from a catalog or standard price list for items sold in quantity to general public. (Catalogue page(s) or price list must be attached or on file.)

- 2.) Quoted prices net of vendor’s discounts are lower than prices available to general public and reflect substantial savings of $__________.

- 3.) Quoted prices compare favorably with market prices or to previous prices obtained for similar items purchased from ________________ (show prior P.O. number if relevant)

- 4.) Other reason.

*Explain Selected Reason: (Required for all items checked above; attach supporting information such as prices lists, catalogue pages, etc and detail other relevant information supporting the explanations.)*

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**Part III. Approvals**

Requestor ____________________________________________

Date: ____________________________________________

Budget Administrator ____________________________________________

Date: ____________________________________________

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**Part IV. Controller’s Office Use Only**

- Justification appropriate
- Support for justification incomplete; department representative contacted and advised.

Controller’s Office – Procurement: __________________________ Date ______________

Return to: Payment and Procurement – Controller’s Office / Service Building / Middlebury College