
SINGLE SOURCE PROCUREMENT JUSTIFICATION

Purchase Requisition No.: _____ Estimated Total Value and Currency: _____

Supplier: _____

Equipment/Material/Supplies/Service Description:

Equipment/material/supplies/service requested from a specific supplier without the benefit of a competitive bid process **MUST** be justified. Please check applicable reason(s), provide a detailed explanation, and attach to the purchase requisition. **NOTE: A competitive bid process may still be required.**

- Technical – Only one known supplier who can meet the technical specifications or has the required expertise/experience to provide the service. **Provide supporting evidence.**
- Standardization – Same as existing equipment and will utilize same spare parts inventory OR continuation of previous service. **Provide background on previous service or process used to set standard.** If a competitive bid process was utilized, please provide the bid number (e.g. RFP No. xx-xxx).
- Interchangeability/interoperability/compatibility – To provide flexibility with existing or like equipment, material and/or supplies. **Provide supporting evidence.**
- Market – Due to tight market conditions, only one supplier can provide the equipment/material/supplies/service by the required on-site date. **Provide background information.**
- Replacement – Replacement of existing equipment is required. **Explain why a competitive bid process cannot be used.**
- Emergency – A critical situation has occurred (i.e. stock-out for maintenance, etc. A planning deficiency is not an acceptable reason). **Provide background information.**
- Other (Be specific and use attachments, if necessary).

Date_____
Requisitioner_____
Signature_____
Date_____
Supervisor_____
Signature**Your signature indicates approval as to the appropriateness of the justification.**_____
Date_____
Purchasing Services_____
Signature