

Brandeis University Sole Source / Price Justification Form

Department Name Requisition #

Supplier Name PO #

This form must be submitted with any Purchase Requisition that will exceed an aggregate value of \$5,000 where competitive bids have not been solicited (or are not available).

Justification checklist

Please indicate the reason(s) the above referenced purchase requisition has been awarded without the benefit of competitive bidding. On the reverse side of this form, indicate why the price of the goods or services is considered fair and/or reasonable.

- A. Item sold through manufacturer/provider only; no other comparable unit available.
- B. Used, reconditioned, or demonstration equipment available at a lower-than-new cost.
- C. Must match existing piece of equipment. Available only from the same source of original equipment.
- D. Upgrade to existing software. Available only from the producer of this software who sells on a direct basis only.
- E. Repairs/Maintenance/parts are unavailable from any source except equipment manufacturer or their designated servicing dealer.
- F. Service(s)/Good(s) being provided by the vendor are unique and therefore competitive bids are not applicable. (Explanation must appear below).
- G. The item(s) listed on the attached requisition are being paid for with private funding. The donor has specified that the College buy said item(s)/service(s) from the named vendor.
- H. Other. Please explain here.

Explanation required below if basing justification on a fair and/or reasonable price. Please describe or attach any communication(s) with other sources contacted or used in support of your explanation.

I attest to the fact that the above statement(s) is/are true and that I have no financial or other interest in selecting this firm to provide the goods or services indicated.

Signature: _____

Date:

Print Name

Title

Phone #