



# Stanford University

## Single / Sole Source Justification

Attach this completed form to requisitions when competitive bids are not solicited. (Required for requisitions  $\geq$  \$25,000)

**Requester Name and Title:**

*Note: Requester must be able to defend this justification.*

**Requester Dept:**

**Requisition No. :**

**Requested Single/Sole Source Supplier:**

**Company Name**

**Contact Name**

**Address**

**City**

**State**

**Zip Code**

**Phone Number** (  )

**E-mail**

**Is the recommended company the manufacturer?**  Yes  No

**Does the manufacturer sell the item(s) through distributors?**  Yes  No

**Description of Product or Service:**

*(if additional space is needed, include them in a separate page)*

*Describe the full scope of work contemplated including installation if required; items should include brand, model and part number if applicable;*

**Schedule:**

*Identify the date you need items delivered OR number of week/months work is to be performed or items delivered*

**Estimated Cost: \$**



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### SINGLE / SOLE SOURCE RATIONALE

Explain why the recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job?

It is important to sufficiently address the key reason for awarding an order without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

*(if additional space is needed, include them in a separate page)*

### Complete the following checklist

A specific contractor is the only source of the required item because (check all that apply):

- The required items are **proprietary to the Contractor**
- A specific item is needed:
  - to be compatible or interchangeable with existing hardware,
  - as spare or replacement hardware,
  - for the repair or modification of existing hardware, or
  - for technical evaluation or test.
- It is not possible to obtain** competitive bids for consideration (i.e., only one source is capable of supplying the items or meeting the requirements). I have attached the pertinent documentation showing what market research was conducted to preclude other brands or vendors from consideration. *In a brief explanation, provide supporting evidence for the conclusion; other sources considered should be listed, along with explanation of why they are unable to meet the requirements.*

*(if additional space is needed, include them in a separate page)*



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There is a **substantial technical risk** in contracting with any other contractor, (e.g., only one contractor has been successful to date in implementing a difficult manufacturing process). *In a brief explanation, provide supporting evidence of why other contractors are considered to be unable to overcome the substantial technical risk.*

*(if additional space is needed, include them in a separate page)*

For support services effort, there is no reasonable expectation that a meaningful cost or other improvement could be realized over the incumbent contractor's performance (e.g., the chances of another firm winning a competition are clearly remote). *Please provide a brief explanation.*

*(if additional space is needed, include them in a separate page)*

### ACKNOWLEDGEMENT

This section must be completed.

I acknowledge the University's requirements for soliciting competitive bids for purchases over \$25,000.00 and the criteria for justification for Single Source/Sole Brand purchases. I have gathered the required technical information, have made a concerted effort to review comparable/equal equipment (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

**Date:**