

## Sole Source Justification Form

Complete this form when requesting an exception to the Morehouse College bid policy where only one firm has a product specification, or only one firm can do the work requested. Completing this form does not guarantee that the proposed vendor will be selected. It is the requester's responsibility to provide all required information and documentation as indicated in this form.

### Definitions

**Sole Source:** The only know supplier for unique products and services where no other options are available.

**Single Source:** Though there may be alternate sources for the product or service requested, circumstances dictate the use of the proposed vendor, i.e., availability, timeliness, location, etc.

**Morehouse College Contracts and Procurement Office reserves the right to competitively bid, negotiate, or solicit additional information and remains the final authority on all procurement issues.** Contact your Contract and Procurement team early in the purchasing process. Urgent requests for sole source purchases caused by poor planning or the non-availability of funds will not normally be approved unless the benefits of expediting the request outweigh the harm of restricting competition.

I. GENERAL INFO	
Department Name	
Product/ Service General Description	
Manufacturer (if applicable)	
Model (if applicable)	
Estimated Value	

II. VENDOR INFORMATION	
Vendor Name	
Vendor Contact Name	
Vendor Contact Phone	Email:

III. SOLE/SINGLE SOURCE JUSTIFICATION (check one or more)
<input type="checkbox"/> Scientific reasons and/or research analysis has determined that the good(s) or services(s) requested are available from only one vendor or manufacturer and is the only product that will meet requester's needs. Describe the unique characteristics of the product or service in the space provided below.
<input type="checkbox"/> Supplier or item specifically required by sponsored award or contract provisions. Provide a copy of the award or contract referencing the requirement.
<input type="checkbox"/> Utility, fixed rent or agency mandated services. Provide a copy of the mandate.
<input type="checkbox"/> Emergency repair services or parts replacement. Emergencies are defined as an immediate need for goods and services whereby the failure to act expeditiously exposes Morehouse College campus to risk or harm to people or Morehouse College property, or when failure to act jeopardizes the learning and research environment. Compatibility with existing Morehouse College current systems or equipment is required. <b>Provide documentation of existing system or equipment.</b>
<input type="checkbox"/> Other, please explain

**IV. SUPPORTABLE EVIDENCE**

Provide supportable evidence that due diligence has been performed in an objective market analysis and proof of fair and reasonable pricing. This may be from: price based on prior competition (in which case attach a copy of previous purchase order); comparison to substantially similar item (provide price of the base item, by a catalog and state the cost of additional features); website research; a spreadsheet comparison of competition; proof of sales to others at similar prices.

If other sources were contacted, identify these sources, including names and related contact information, as well as the results of the contact. If no efforts were undertaken, state the reasons for not doing so.

1. Vendor Name		Contact Name	
Vendor Phone	Email		
2. Vendor Name		Contact Name	
Vendor Phone	Email		

**V. CONFIRMATION OF DOCUMENTATION**

I am aware of and agree to abide by the Morehouse College policies and guidelines governing outside interests, conflict of interest and conflict of commitment. I confirm that this disclosure abides by the limits specified in these policies and guidelines and does not interfere with my primary obligation to Morehouse College. I do not have, nor does any member of my family, any financial interests in the supplier under consideration.

Requesting Faculty/PI/Staff Member Name &amp; Title (Please Print):

Signature &amp; Date

Senior VP &amp; Chief Financial Officer Signature &amp; Date