

**Rochester Institute of Technology  
Vendor Justification/Price Verification Form  
Sole Source Justification**

**Purchases over \$5,000.00**

Department \_\_\_\_\_ Requestor \_\_\_\_\_

Date \_\_\_\_\_ Requisition # \_\_\_\_\_ Supplier \_\_\_\_\_

**When entering into a purchase agreement where the total of the purchase requisition exceeds \$5,000.00, select one or more of the following statements to indicate that RIT policies and procedures were adhered to. Please attach all back up paper work as indicted.**

**A. I have solicited three competitive bids and have chosen the lowest cost based on price, reliability, delivery, service, or other determining factors.**

*Attach copies of the three bids*

**B. I have selected an item offered on the New York State Contract**

*Write in contract number \_\_\_\_\_*

**C. I have selected an item that has been negotiated by RIT on a campus wide basis**

**D. This is a sole source purchase**

*Fill out sole source justification on back*

**E. The funds provider has placed restrictions on the acquisition**

*Only used for grants, fill out sole source justification on back*

**F. I have selected an item that is from the current GSA Supply Schedule**

*Select only for NTID purchases, write in contract number \_\_\_\_\_*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

## **Sole Source Justification**

I hereby submit that the services or products to be purchased are uniquely specialized or are services or products for which great acquired expertise is needed, and to the best of my knowledge, \_\_\_\_\_ is the only person or business entity which is singularly and peculiarly qualified, or specified by a restricted-funds provider, to provide such products or services, and if a product is the only brand which is singularly and peculiarly unique, or specified by a restricted-funds provider, for the following reasons:

The following is a description of all efforts made to adhere to the principles of competition with respect to the products or services to be purchased. The following also describes efforts undertaken to establish and validate the requirement for a sole source procurement and for measuring fairness of price. The following also provides the reasons that competitive bidding will be detrimental and will impair value with respect to this procurement:

I understand that I may be required to justify this sole source procurement before appropriate authority and that my signing this document knowing any of it to be false may subject me to administrative action.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Purchasing: Name \_\_\_\_\_ Date \_\_\_\_\_