

**PURCHASING DEPARTMENT
SOLE SOURCE JUSTIFICATION**

INSTRUCTIONS:

The College of New Jersey is committed to a program of open and competitive bidding in the purchase of goods and services regardless of the source of funding. A sole source purchase request cannot be considered unless it clearly demonstrates that no other comparable products or services can meet the requesting department's needs. Brand preference and time constraints may not be used as reasons for bypassing normal purchasing procedures. Competitive procurement procedures will be used unless the rationale presented clearly meets the College's criteria for sole source procurement.

When a request is made for a sole source purchase the requesting department must include a written justification that addresses the question listed below.

If the justification submitted is not sufficient, the requisition will be returned to the requesting department for additional information.

Please complete the following (print or type):

Request/Justification for:

SOLE SOURCE: Item is available from one vendor only. Item is one-of-a-kind and is not sold through distributors. Manufacturer is sole distributor.

VENDOR NAME: _____ **DEPARTMENT:** _____

ITEM/SERVICE: _____ **DATE:** _____

PRICE (attach copy of vendor's quotation): _____

Attach separate sheet(s) if space provided is not sufficient.

1. What are the unique performance features of the product requested that are not available in any other product?
(Services: What unique qualifications does this vendor possess?)



2. Why are the unique performance features REQUIRED (not merely preferred), and how would your program be inhibited without this particular good(s) or service(s)?



3. If justification is based on matching with existing equipment, list the quantity, manufacturer, brand, and model of the existing equipment.



CERTIFICATION:

I am aware of the College requirements for competitive bidding and the established criteria for justification for sole source purchasing. As an approved department representative, I have gathered the required specifications and have made a concerted effort to review comparable equipment and/or sources for this purchase. I hereby certify that this justification for sole source procurement meets the College's purchasing criteria.

REQUESTOR:
(please print or type)

Title:
(please print or type)

Signature: _____

Date:

APPROVAL:

ASSOCIATE TREASURER OR DESIGNEE:

Signature: _____

Date: _____