



**D'YOUVILLE COLLEGE
Purchasing Department**

SOLE SOURCE JUSTIFICATION

Complete this form when competitive bidding is not used or possible due to the sole source nature of the product, service or vendor for an order in the amount of \$15,000+.

Date: _____

Vendor: _____

Estimated Cost: _____

DESCRIPTION OF WORK, SERVICE OR ITEM(S): _____

Please select reason for selecting vendor:

- The requested product is an integral part or accessory to existing equipment.
- The service or item is for existing equipment which can only be completed by the original manufacturer or manufacturer's service provider.
- The requested product or service has a unique design, performance and/or quality specifications that are essential to a particular project.
- The requested service requires a vendor that can demonstrate the unique skills or experience required.
- Only one vendor is capable or offers the supplies or services, therefore, competitive bids are not applicable.
- NYS Contract Pricing

Signature

Date

Attach this form to the Approval Form for Purchases \$15,000+ and return to the Purchasing Office.