Consider consolidating or breaking out procurements to obtain a more economical purchase?

Is Purchase Requisition between $5,000 - $249,9999?

Sole Source Purchase meeting one of the following criteria:
1.) Unique Good or Service
2.) Emergency or Exigency Need
3.) Approved by Sponsor
4.) Competition is determined inadequate

Complete Sole Source Justification Form

Operate through competitive process?

Obtained at least three written price quotations?

Complete Price Summary Form

Ensure the following procedures are performed and Federal Funds Procurement Checklist is completed

Ensure no conflict of interest exists per RIT Policy

Ensure Unnecessary / Duplicative Purchases are avoided

Reviewed the Federal Surplus?

Consider consolidating or breaking out procurements to obtain a more economical purchase?

Reviewed Minority or Women Owned Business Listing

Selected Vendor’s Price is Determined to be reasonable

Submit requisition, federal funds procurement checklist, and supporting documentation to Procurement Service Office (PSO)