

## SOLE SOURCE JUSTIFICATION FORM

The University Competitive Procurement Policy requires that competitive bids be obtained from at least three (3) qualified sources, when available, for all purchases totaling \$5,000 or more. If you believe there is justification to request a specific supplier of a product or service in lieu of competitive bidding, you must complete this form and send it to Procurement Services via email: [purchase@rit.edu](mailto:purchase@rit.edu). Deviation from this policy requires written justification and Procurement Services Office approval to proceed **prior to commitment of an order.** *FAILURE TO PROVIDE ACCURATE INFORMATION WILL DELAY ISSUANCE OF THE PURCHASE ORDER.*

**For guidance in completing this form please click [HERE](#)**

Supplier \_\_\_\_\_ Purchase Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

Briefly describe the equipment and/or service requirements

### SECTION A: SOLE SOURCE JUSTIFICATION Please select from the following list of valid conditions:

Please explain in detail here and attach all supporting document for PSO validation.

### SECTION B: COST/PRICE ANALYSIS Select from the following list and attach

supporting documentation for PSO review and validation:

Authorized Signatures:

REQUESTOR OR PI: \_\_\_\_\_ Date \_\_\_\_\_

APPROVER: \_\_\_\_\_ Date \_\_\_\_\_

In signing this form, I certify that I have read, and understand, the University Conflict of Interest Policy, and that I will not purchase from, or influence others to purchase from, any entity from which I may gain a financial, employment, consulting or other business relationship.