REQUEST FOR SINGLE/SOLE SOURCE JUSTIFICATION

(Purchase Request Estimate is > $20,000 – Non-construction)

Please submit form to Purchasing at: [purchasing@rmu.edu](mailto:purchasing@rmu.edu)

## Single/Sole Source Request for the Purchase of:

REQUESTED SUPPLIER: COST ESTIMATE: $

## To be considered a Single or Sole source, and therefore exempt from the competitive bid process, *one* of the following conditions must be met. Please provide specific explanation. (*e.g.,* technical deficiency, etc.)

**Single Source Justification (please check)**

The service requested is for existing equipment or service which can only be completed by the original manufacturer, manufacturer’s designated service provider, or vendor.

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The requested good or service is essential in maintaining research or institutional continuity.

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In the case of an emergency where the goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations.

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Renewal of contracts/agreements derived from an RFP in which the scope of work or services has not changed, and/or an extension clause exists.

Other:

## Sole Source Justification (please check) (very rare, requires significant justification for approval)

The requested service or good requires a vendor with unique skills or experience and capabilities that is not available from any other supplier.

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The requested good or service is a unique and integral part or accessory to existing equipment or service previously performed or essential to a particular research protocol.

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The requested good or service is a unique subscription, membership, dues, honoraria or guest speaker.

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# Please explain uniqueness of product or service that justifies non-bidding based on Single or Sole source designation:

## REQUESTER AFFIRMATION

I am aware the RMU Purchasing Policy requires procurements (> $20,000) to be competitively bid. The above statements are complete and accurate based on my professional judgment and investigations. I agree to abide by the provisions set forth in the RMU Policy of Ethical Practice.

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Requester Printed Name Requester Signature Date

/ Requester’s Budget Manager Printed Name Requester’s Budget Manager Signature Date

\_Approved \_Rejected

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/ RMU Purchasing Date

Approved

Rejected

6/8/2022