Justification for Sole Source

For Services ≥$50,000, submit with Independent Contractor/ Consultant Request Form or Subcontract Request Form

Prior to hiring a contractor or subcontractor (hereinafter collectively, "contractor") who will provide services totaling Fifty Thousand Dollars ($50,000) or more, University Enterprises, Inc. (UEI) Policy 2025 requires that you obtain three price quotes via phone call, email, or correspondence for the work and that you select the vendor/supplier ("supplier") that submitted the lowest responsive price quote **unless** you conclude that *only one* supplier can fulfill the service request after having conducted a reasonable search that is free from favoritism or preference. Please note that none of the following reasons justify a sole source procurement:

- Convenience
- A belief that a specific supplier has "more experience" than other suppliers
- A personal relationship with a supplier
- A favorable prior engagement with a specific supplier
- A belief that a specific supplier's location or familiarity with a geographic area renders it more desirable than other suppliers, or
- A belief that anyone other than a specific supplier would experience a "learning curve" in supplying the needed goods or services

No contractor shall begin work until approved by UEI as having been selected in compliance with UEI Policy 2025. UEI shall not be responsible to pay for work performed prior to approval by UEI of the selection of the contractor. UEI requires that you provide the information below. For a sole source justification, please answer the questions below, sign this form, and submit it to UEI for consideration. UEI will consider this information and let you know whether your sole source justification is approved.

Please answer all sections below. Attach additional pages if necessary, including highlighted sections of the award document

A. Project Information

Project Name:	UEI Account #:
Principal Investigator:	

B. Contractor/Consultant Information

Name (person or company):
Qualification (include licenses, relevant experience and/or education, etc.):

C. Description of Goods or Services and funding source

1. Please describe in detail (i) the scope of work to be performed by the desired contractor, (ii) why the work is required, and (iii) the total expected price and duration of the work.

2. What funding source will pay for these services? Please attach the scope of work from the applicable funding agreement.

D. Justification

1. Please describe in detail the efforts you made to conduct a reasonable search for other suppliers for this work (including the methods that you used to conduct the search such as Internet search, recommendations from peers or funders, etc.), and why you conclude that a sole source justification is necessary.
2. List the contractors that were evaluated and explain why each was excluded from your final selection (if you were unable to identify any other suppliers after having conducted a reasonable search, please state that here):

E. Certification

I have reviewed UEI's Purchasing Policy 2025 and its requirements for a sole source justification. I hereby represent and certify that (i) I have conducted a good faith, reasonable search to identify other suppliers to perform the work and (ii) after having undertaken such reasonable search efforts, the supplier identified above is the only one from whom it is reasonably possible to obtain the needed services. I have also reviewed UEI's Conflict of Interest Policy 610 and certify that I have no personal or familial relationship with the supplier identified above, and that my selection of the above-referenced supplier is consistent with the standards expressed in section IV.B ("Buying Ethics") of said Policy 610.

Name & Title (print/type):	
Signature:	Date