

SINGLE/SOLE SOURCE DOCUMENTATION

THIS FORM IS TO BE SUBMITTED WITH ANY PURCHASE REQUISITION THAT EXCEEDS AN AGGREGATE VALUE OF \$50,000 OR ABOVE WHERE COMPETITIVE BIDS HAVE NOT BEEN SOLICITED (OR ARE NOT AVAILABLE).

CHECK THE APPROPRIATE BOX AND ATTACH ADDITIONAL DOCUMENTATION AS REQUIRED.

Vendor: _____ Requisition Number: _____ PO Number: _____

Department Name: _____ Project: _____ Task: _____ Award: _____

Please check the appropriate justification(s) below which exempt formal competition:

1. Product or service is available from only one vendor.
2. Only one source can provide the product/service in the time frame required.
3. Written pre-approval from the Federal awarding agency
4. Competition is deemed inadequate, after solicitation attempts through one of the other methods.
5. Other – please provide specific information and circumstances in justification below.

Detailed justification: (please elaborate on your justifications designated above by providing specific details)

Fair and/or reasonable price analysis: (describe or attach any communication with other sources contacted or used to determine that the cost is reasonable)

Certification: I certify that the above statements are accurate and that this requested procurement does not violate the Research Foundation for SUNY's [Conflict of Interest Policy](#).

Signature: _____

Date: _____

Principal Investigator/Campus OM or Designee