

SINGLE/SOLE SOURCE FORM

This form is to be submitted with any purchase requisition that **exceeds an aggregate value of \$20,000 where competitive bids have not been solicited** (or are not available).

Item to be purchased _____ Price \$ _____

Vendor Name _____

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

- Product or service is available from only one vendor.
- Performance or price competition is not available.
- Competition has been solicited but no satisfactory offers have been received.
- Standardization or compatibility is the overriding consideration.
- Personal or particular professional services are required.
- Additional products or services are needed to complete an ongoing job or task.
- Particular product or service is desired for educational, training, developmental, or research work.
- Items are subject to rapid price fluctuation or immediate acceptance.
- Used, reconditioned, or demonstration equipment available at lower-than-new cost.
- Emergency action is necessary.
- 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 Upstate Foundation's Conflict of Interest Policy.

Signature _____ Date _____