

Read About: Single Source/Sole Source Justification Form

Contents of the Help File:

- Form Purpose
 - Submission Instruction
 - Help Topics
-

Form Purpose:

By filling out this form you are stating that to your knowledge there is no other source for this item.

Please see purchasing policies on the Purchasing web site for more information on Bid Policy, Single/Sole Source Justification Policy.

Note: You do NOT need to complete the Single Source/Sole Source Justification form if:

1. The total dollar amount of the requisition is less than or equal to \$5,000 per purchasing bid policy.
 2. The item was bid by the Purchasing department. Include bid number on the Requisition. Additional written justification is required if the low bidder is not selected.
 3. The items that are quoted are from the NY state contract or GSA contract. Please include contract number.
 4. The vendor is a preferred supplier vendor for items on the requisition.
-

Submission Instructions:

Please Fax Completed Form:

Fax: 607-255-9450

Help Topics:

Explanation for single/sole source:

Do:

1. State why this is the only (no other) vendor that can provide the requested product or service.
2. State why this piece of equipment or service is unique, Include a couple of reasons.

3. Compare other equipment or services with requested purchase and why this is an advantage.
4. When purchasing used items, state the original cost (market price) or new cost of the equipment.
5. When explaining matching equipment note the previous PO numbers and what this piece of equipment is being matched to.
6. If checking upgrade to existing software please state the original software, PO number, cost and level or upgrade information.
7. Explain services in detail. Attach any service agreements or additional conditions/paperwork.
8. If item is purchased through an auction, include with 111A/B the potential list of items and expected price to be paid. Documentation showing price paid must follow.
9. Sign and date the form.

Don't:

1. Do not reference the price on part A. Price justification is to be completed in part B.
 2. Do not use general statements. Be specific (i.e. good quality, service, etc.)
 3. Items available through distribution (re-sellers) are not typically sole source.
 4. Do not repeat the statement(s) that are checked. Explain and expand on the statement(s).
 5. Do not photocopy past forms or use generic statements with new signature. Each sole source form must be completed individually with unique explanations.
-

Establishment of the reasonableness of the price:

Do:

1. If equipment was ordered previously at the same or similar price, please note the previous PO number.
2. Include copy of catalog page(s) or price list, if checked "... stating price was obtained by catalog or standard price list."
3. When requesting quote from vendor ask how they established their price. (i.e. educational/discounted price, NY states contract or standard price.)

4. If the equipment is being purchased at an auction or on-line auction make the statement in 111B explaining this reason for justification of price.

Don't:

1. If you cannot establish why this is a reasonable price, let the Purchasing Agent ask for price certification.
2. Do not make generalities. For example: "We bought it here before because they were lowest bidder" or "We have checked pricing and they are in line with their competitors."
3. Things that Purchasing Agents look for and will request from the vendor, if needed:
 - a. FOB Destination and Freight terms
 - b. Terms and Conditions
 - c. Invoice Terms
 - d. Price certification
 - e. Insurance
 - f. Valid quote
 - g. Other

CU requests ownership/title of good to pass at Cornell's dock:

We request from the vendor that they accept CU terms and conditions. If they will not, we review them and work with the vendor to come to an agreement. The Purchasing Agent oversees this process.

We request from vendors, payment terms of Net 30 days. They may offer us discounts as well.

Purchasing will request how price was determined and validate the certification that the vendor provides.

If the vendor is to come onto campus (or on Cornell property) to perform work, not just to deliver, purchasing will request an insurance certificate.

Check to see if the quote has a valid date and there is ample time to allow for processing. Some orders may require additional approvals from other departments in order to be processed. Please allow plenty of time for processing.

