

## Single/Sole Source Justification Form

Use for all purchases of \$2,000 or more when low bidders not been selected

Refer to the bids and quotations of the Procurement Policy at:

<https://case.edu/compliance/university-policies>

Brief Description of Purchase: \_\_\_\_\_

Selected Vendor: \_\_\_\_\_

Check boxes as appropriate:

### (SECTION I) SOURCE JUSTIFICATION

#### PART A

Award to SINGLE SOURCE (Check one)

Reorder based on previous bid or analysis (within one year). Send copy of previous quote. Supply previous purchase order number \_\_\_\_\_ PO Date \_\_\_\_\_.

Repair services or parts unavailable from any other source except original equipment manufacturer or their designated servicing dealer.

Compatibility of equipment or supplies required. List equipment with which purchase will be used: Model # \_\_\_\_\_ Serial Number \_\_\_\_\_.

Upgrade to existing software. Available only from the producer of this software who sells on direct basis only.

Used or demonstration equipment available at a lower new cost. (Provide copy of quote showing used vs. new pricing.)

Other.(Explain in Section III)

#### PART B

Award to SOLE SOURCE (Check box below)

Only known source in the world. (Explain technical or other reasons why similar or like items are not available for cost/price analysis in Section III.)

