

LETTER OF JUSTIFICATION (FOR NONCOMPETITIVE PURCHASES OVER \$3,000)

Date:	
Requestor: (Requestor must be an expert in the respective field and be able to defend this justification)	
Department:	
Account Number:	
Datatel Requisition Number:	
Requested Sole Source purchasing action with:	
Company Name:	
Contact Name:	
Address:	
City, State, Zip	
Telephone:	
Email:	
Description of product or service: (Describe the full scope of work contemplated, including all items required to complete the system, installation, and maintenance, as applicable.)	nd
Estimated Cost: \$	
Is the requested company the manufacturer ? Yes No	
Does the manufacturer sell through distributors ? Ves No	



A spe	ecific contractor is the only source of the required item because (check al	l that apply):		
	The required items are proprietary to the company.			
	A specific item is needed.			
	to be compatible or interchangeable with existing hardware			
	as spare or replacement hardware			
	for the repair or modification of existing hardware			
	for technical evaluation or test			
	It is not possible to obtain competition (only one source can meet the	requirements).		
	There is a substantial technical risk in contracting with any other con-	tractor.		
Explain justify importissues	IONALE: In why the recommended company is the only company who can perform the requirement of the best source; that is done competitively. You MUST justify there is on the contract to sufficiently address the major reason for conducting a noncompetitive procurement of the which detract from the main reason and reduce the credibility of the justification. The resonvincing, avoiding generalities and unsupported conclusions. Use additional sheets if no contract the contract of the procurement of the proc	only ONE source.) It is nt, avoiding peripheral ationale must be clear		
<u>ACK</u>	NOWLEDGEMENT			
have comp	I am aware of the University's requirements for competitive bidding fo 00.00 and the criteria for justification for single feasible source/sole source gathered the required technical information and have made a concerted exparable/equal equipment (e.g. market research). I have attached the pertine ving what market research was conducted to preclude other items from contents of the contents of th	e purchasing. I ffort to review ent documentation		
Requ	uestor	Date		
Depa	artment Head	Date		
Dean	n or Director (up to \$25,000)	Date		
Vice-	-President (greater than \$25,000)	Date		

Submitted completed form to Lincoln University Purchasing Department