



LETTER OF JUSTIFICATION
(FOR NONCOMPETITIVE PURCHASES OVER \$25,000)
Submit completed form to Lincoln University Purchasing Department
For questions, contact Purchasing (5415)

Date:

Requestor:

(Requestor must be an expert in the respective field and be able to defend this justification)

Department:

Account Number:

Colleague 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. Attach additional Word or PDF files as needed.)

Estimated Cost:

Is the requested company the **manufacturer**? Yes No

Does the manufacturer sell through **distributors**? Yes No



A specific contractor is the **only source** of the required item because (check all that apply):

The required items are **proprietary to the company**.

A **specific item** is needed.

to be compatible or interchangeable with existing hardware/software

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 contractor.

RATIONALE:

Explain why the recommended company is the only company who can perform the requirement. (NOTE: this is not justifying or selecting the best source; that is done competitively. You MUST justify there is only ONE source.) It is important to sufficiently address the major reason for conducting a noncompetitive procurement, avoiding peripheral issues which detract from the main reason and reduce the credibility of the justification. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions. Use additional sheets if necessary.

ACKNOWLEDGEMENT AND SIGNATURES

I am aware of the University's requirements for competitive bidding for purchases over \$25,000.00 and the criteria for justification for single feasible source/sole source purchasing. I have gathered the required technical information and have made a concerted effort to review comparable/equal equipment (e.g. market research). I have attached the pertinent documentation showing what market research was conducted to preclude other items from consideration.

Requestor *Date*

Department Head *Date*

Dean or Director *Date*

Vice-President (greater than \$25,000) *Date*