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.)

_____

_____

_____

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
- ☐ 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

☐ I am aware of the University's requirements for competitive bidding for purchases over $3,000.00 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 (up to $25,000)	*Date*
Vice-President (greater than $25,000)	*Date*

Submitted completed form to Lincoln University Purchasing Department