

## SINGLE/SOLE SOURCE FORM

**THIS FORM IS TO BE SUBMITTED WITH ANY PURCHASE REQUESTION THAT EXCEEDS AN AGGREGATE VALUE OF \$5,000 WHERE COMPETITIVE BIDS HAVE NOT BEEN SOLICITED (OR ARE NOT AVAILABLE)**

**CHECK THE APPROPRIATE BOX AND ATTACH ADDITIONAL DOCUMENTATION AS REQUIRED**

---

Vendor Name: \_\_\_\_\_ Department Name: \_\_\_\_\_

**Please check the appropriate justification(s) below which exempt formal competition:**

1. ☐ Product or service is available from only one vendor.
2. ☐ Performance or price competition is not available.
3. ☐ Competition has been solicited but no satisfactory offers have been received.
4. ☐ Standardization or compatibility is the overriding consideration.
5. ☐ Personal or particular professional services are required.
6. ☐ Additional products or services are needed to complete an ongoing job or task.
7. ☐ Particular product or service is desired for educational, training, developmental, or research work.
8. ☐ Items are subject to rapid price fluctuation or immediate acceptance.
9. ☐ Used, reconditioned, or demonstration equipment available at lower-than-new cost.
10. ☐ Emergency action is necessary.
11. ☐ Other – please provide specific information and circumstances in justification below.

**Detailed justification:** (please elaborate on your justifications designated above by providing specific details)

**Fair and/or reasonable price analysis:** (describe or attach any communication with other sources contacted or used to determine that the cost is reasonable)

**Certification:** I certify that the above statements are accurate and that this requested procurement does not violate Upstate's Conflict of Interest Policy.

Signature: \_\_\_\_\_  
Principal Investigator/Campus OM or Designee

\_\_\_\_\_  
Date