

## Sole Source Justification Form

A sole source justification is needed when only one source is expected and the estimated value of the purchase exceeds \$5,000. Please complete the following questions to substantiate the sole source justification. You may continue on additional paper if necessary. For items \$25,000 and over a rationale will be provided to the Audit Committee of the Board of Trustees on a monthly basis.

Vendor	Requisition Number	Amount
<p>1. Please provide a brief non-technical description of the supplies/services to be acquired. The description must include a statement on the specialized nature of the requirement.</p> <hr/> <hr/> <hr/> <hr/>		
<p>2. Is there a lack of or unsuitability of re-procurement data? Have you made a determination that only one Vendor's product/service is compatible with existing equipment?</p> <hr/> <hr/> <hr/> <hr/>		
<p>3. Is there not enough lead time to qualify another contractor or vendor's product? (Please explain circumstances, i.e. exigency).</p> <hr/> <hr/> <hr/> <hr/>		
<p>4. Is there a determination that only one vendor has the capability to provide the supplies or services within a specified period of time? (State the actions taken to confirm this.)</p> <hr/> <hr/> <hr/> <hr/>		
<p>5. Is there a determination that a single vendor's item of supply is found to be the only acceptable item? Please provide a statement on the circumstances surrounding the sole source position of the Vendor. Why does this Vendor have the advantage?</p> <hr/> <hr/> <hr/> <hr/>		

6. Please state whether or not the proposed sole source is the only known source that can satisfy the College's requirement.

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7. Please state the actions you will be taking to preclude future sole source requirements for the same item(s). What actions do we need to take to enable other firms to compete? Are there individual components that can be competitively acquired?

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8. Please state the facts that have led you to determine that only one vendor has the capability to meet Lansing Community College's requirement. (State the unique capabilities required for performance that are possessed by only one vendor. State reasons why no other vendor has or can obtain these capabilities and why they are essential for contract performance.)

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Department Chair/Director

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Date

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Dean/Vice President

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Date

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Executive Vice President

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Date

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Director, Purchasing

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Date