

Loyola University New Orleans
Sole Source Justification
(For Noncompetitive Purchases over \$25,000)

To: Purchasing Department:

Your approval is requested to initiate a sole source procurement action:

**Requestor Name
and Title:** _____

Note: Requestor must be able to defend this justification.

Department: _____

Req./P.O. No.: _____

Recommended Sole Source procurement action with:

Company Name: _____

Contact Name: _____

Address: _____

City, State, Zip _____

Telephone: () _____

Is the recommended company the manufacturer? Yes No

Does the manufacturer sell the item(s) through distributors? Yes No

Description of
Product or Service:

Describe the full scope of work contemplated including installation if required; items should include brand, model and part number if applicable

Schedule:

Identify the date you need items delivered OR number of week/months work is to be performed or items delivered

Estimated Cost:

\$ _____

SOLE SOURCE RATIONALE

Explain why the recommended company is the only company who can perform the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job?

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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 one or more of the following as applicable.

Use additional sheets if necessary.

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

- The required items/services are **proprietary to the Contractor**
- 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, or
 - for technical evaluation or test.
- It is not possible to obtain competition** (i.e., only one source is capable of supplying the items or meeting the service requirements). *In a brief explanation, provide supporting evidence for the conclusion; other sources considered should be identified and why they are not able to meet the requirements.*
- There is a **substantial technical risk** in contracting with any other contractor, thereby making that an unacceptable course of action (e.g., where only one contractor has been successful to date in implementing a difficult manufacturing process). *In a brief explanation, provide supporting evidence of other contractor's with relevant capabilities and emphasize their inability to overcome the substantial technical risk.*
- For support services effort, there is no reasonable expectation that a meaningful cost or other improvement could be made in the incumbent contractor's performance (e.g., the chances of another firm winning a competition are clearly remote.) *Please provide a brief explanation.*

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ACKNOWLEDGEMENT

This Section Must Be Completed.

- I am aware of the University's requirements for competitive bidding for purchases over \$25,000.00 and the criteria for justification for Single Source/Sole Brand Purchasing. I have gathered the required technical information and have made a concerted effort to review comparable/equal sources (e.g., market research). I have attached the pertinent documentation showing what market research was conducted to preclude other vendors from consideration.

Signature

Date