

All purchases of goods or services of \$25,000 or more, or purchases that will result in an annual volume of \$25,000 or more, require a minimum of three (3) competitive quotes OR a selected/sole-source justification to support price and chosen vendor prior to purchase. Please complete either section A or B and submit to the Office of Finance and Administration prior to purchase.

Grant: _____

Project Director: _____

Recommended Vendor/Supplier: _____

Estimated Purchase/Contract Amount: _____

Description and purpose of requested item or service: _____

A) Competitive Quotes/Price Justification:

- I have obtained at least three (3) competitive quotes and have chosen the supplier based on cost/price analysis, reliability, service, or other factors (attach quotes). If chosen vendor is not the lowest cost bidder, detail the reason(s) why the vendor was selected.

B) Selected/Sole Source Justification (Select One):

- Selected Source** - Alternative vendors exist, but selection was based on specific requirements.
- Sole Source** - One or more of the following circumstances apply:
 - Only known item or service matching the requested needs or performing the intended task.
 - Alternate supplier for a similar product cannot be identified.
 - Original manufacturer or provider; no other local distributors exist.
 - Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
 - Sole provider of a licensed or patented good or service.
 - Item selected from supplier with established University contract.

Explain in detail your selected/sole source justification. Attach additional pages if necessary.

SIGNATURES

Requested By: _____

Date: _____

Project Director: _____

Date: _____

I certify this purchase is in compliance with Notre Dame de Namur University procurement policies and procedures and that there is no real or potential conflict of interest if recommending this item or service as a sole source purchase.