



**D'YOUVILLE  
Purchasing Department**

**SOLE SOURCE JUSTIFICATION**

Complete this form when competitive bidding is not used or possible due to the sole source nature of the product, service or vendor for an order in the amount of \$15,000+.

Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

DESCRIPTION OF WORK, SERVICE OR ITEM(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please select reason for selecting vendor:

- The requested product is an integral part or accessory to existing equipment.
- The service or item is for existing equipment which can only be completed by the original manufacturer or manufacturer's service provider.
- The requested product or service has a unique design, performance and/or quality specifications that are essential to a particular project.
- The requested service requires a vendor that can demonstrate the unique skills or experience required.
- Only one vendor is capable or offers the supplies or services, therefore, competitive bids are not applicable.
- NYS Contract Pricing

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attach this form to the Approval Form for Purchases \$15,000+ and return to the Purchasing Office.