



Single/Sole Source Justification

Overview: This form is used to justify a single or sole source purchase for goods and/or services above MSU’s competitive solicitation limit (\$25,000), where the end user signing this form (the “Requestor”) is asking to purchase goods and/or services without competitive solicitation being performed. The form must be completed and attached with supporting materials to the requisition. Signatures must be obtained from appropriate unit leadership based on the estimated cost.

Important: Objective data supporting this justification form must be retained by the Requestor through the end of the current fiscal year (June 30) plus seven years in case of audit.

Justification type

The Requestor must articulate and be able to defend a justification type based on the definitions below in alignment with the [Manual of Business Procedures \(MBP\) Section 270](#).

- This purchase is being requested with a **single source** justification. Single-source purchase requests will be considered in instances where alternate products and sources exist, but only one truly meets the needs/specifications of the Requestor and all other sources are found to be insufficient.
- This purchase is being requested with a **sole source** justification. Sole source purchases will be considered when no alternative exists for the goods or services required, and the identified source has been documented as the only source available. The determination is based on the unique qualifications or specifications of the purchase such that no other source exists. The determination is not price-based.

Requested goods and/or services

Description:

The goods and/or services:

Check all that apply

- Must be compatible or interchange with existing hardware/equipment (match existing/standardization)
- Is for repair or modification of existing hardware/equipment with no substitutions available
- Is proprietary technology, copyrighted, patented, or otherwise protected and not available from other sources
- Is specified in a funding agreement or award (Requestor must attach the applicable funding documentation with page reference to where the supplier is specified)
- Is a spare or replacement part with no substitutions available
- Is for paid evaluation or test purposes (Note: additional quantities need to be competitively solicited)
- Is being procured for an emergency per the definition outlined in [MBP Section 270](#)
- Is radio or TV broadcast rights
- Is specialized artwork obtained through an approved selection process by an MSU Museum

Estimated cost: \$ _____



Justification of fair and reasonable cost:

Below are common methods used to determine if the cost is fair and reasonable:

- **Comparison of published pricing:** MSU is able to compare pricing based on published or established price lists or catalogs from various suppliers; the catalogs should be current (within one year)
- **Competitive solicitation:** An RFX event was conducted by UPL to compare pricing from bids
- **Cost analysis:** The cost of the goods can be deconstructed into labor, material, and profit
- **GSA or purchasing consortium pricing:** The pricing is available under the U.S. General Services Administration's (GSA) Federal Supply Schedule or is available under a competitively bid consortium contract (e.g., BTAA, E&I, NASPO, Vizient, etc.)
- **Historical prices:** Compare current price to prices paid in the recent past by MSU itself, taking into account factor(s) such as inflation
- **Public auction:** The goods were purchased at a publicly held auction
- **Sale of goods to other purchasers:** If the supplier has no catalog but has sold the same goods to other similarly situated organizations in the previous six months, and MSU is able to verify the prices paid by such other organizations

Based on your expertise, and using one of the methods above, explain in detail why the cost is fair and reasonable in the space below. All substantiations are subject to internal and external audit. Please keep documentation to support all statements in this justification process, as the department is the official record keeper for supporting facts.



Requested supplier

Company name: _____

Contact name: _____

Phone: _____

Email address: _____

KFS vendor #: _____

if known

Is the manufacturer of the good(s) Yes No

Sells the good(s) through distributors Yes No

Supplier qualification:

Objectively explain, in detail, the above supplier's unique capability and the technical justification as to why the supplier above is the only supplier that can meet the university requirement. Identify if there are any other suppliers who provide the good/service and address what prevents them (e.g., technological superiority, performance risks, etc.) from being considered. The rationale must clearly address why the identified company has a significant advantage over any other, be clear and convincing, avoid generalities and unsupported conclusions, and cannot be based on price alone.



Requestor acknowledgement and affirmation

I acknowledge that I understand the university's requirements for competitive solicitation for purchases over \$25,000 and the criteria for justification for single/sole source purchases. I affirm that I have made a concerted effort to attain and review comparable/equal offerings and that I have been unsuccessful in attaining such offerings. I affirm that there is no conflict of interest involved in the selection I have made. I am the end user of the goods or services and I have sufficient technical expertise to assure the veracity of the specifications and requirements.

Signature: _____

Date: _____

Title: _____

Name: _____

Unit: _____

Org code: _____

Chair or Unit Administrator approval¹

I acknowledge and confirm my support of the requested Single/Sole Source Justification. I believe the statements made to be true and affirm that there is no conflict of interest involved in the selection.

Signature: _____

Date: _____

Chair or Unit Administrator

Title: _____

Name: _____

When estimated cost is over \$250,000

Dean or Major Administrative Unit (MAU) Administrator approval

I acknowledge and confirm my support of the requested Single/Sole Source Justification. I believe the statements made to be true and affirm that there is no conflict of interest involved in the selection.

Signature: _____

Date: _____

Major Administrative Unit (MAU) administrator

Title: _____

Name: _____

¹ The university's organizational hierarchy is defined at <https://ir.msu.edu/msu-orgs>