



Sole Source Justification Form

Date: Department:

Requisition or voucher #: Dept. ID: Amount: \$

Purchasing Policy and Procedures at Limestone College requires that at least three quotes are provided for purchases from \$5,000 to \$24,999. The College also requires that competitive bidding be conducted for purchases of \$25,000 or more. Sole source means that a single vendor is uniquely qualified the procurement objective and therefore the purchase should be exempt from gathering 3 quotes and exempt from the competitive bid process. The Business Office is the single point of contact for central procurement activities and is therefore responsible for enforcing this policy.

This **Sole Source Justification Form** is to be used by departments and personnel to document sole source purchase requests of \$5,000 or more, in an effort to make sure purchases are being made in compliance with College's Policy and Procedures. If it is determined that the purchase qualifies as a sole source, follow the instructions below:

- Request a quote from the vendor or have the Business Office request a quote and negotiate with the vendor on your behalf (involving the Business Office early to make sure all necessary forms are properly completed will expedite the approval process). Competition, whether real or perceived, ensures that suppliers keep their prices reasonable.
- Complete a Sole Source Justification Form.
- Complete an Expense/Payment/Purchase (EPP) Form and attach a copy of the Sole Source Justification Form.
- Copies of all quotes and other supportive documentation shall be maintained in accordance with College record retention guidelines. The Business Office reserves the right to request and review documentation related to the purchase, solicit additional bids, or conduct additional negotiations.

A Purchase Order (if needed), will be issued and sent to the vendor when the completed EPP Form has been received with all applicable supporting documentation and approvals.

1. To be considered a sole source, and therefore exempt from gathering 3 quotes and exempt from the competitive bid process, one of the following conditions must be met (check appropriate boxes):

- The actual product or service needed is the only one that will meet the need and it can only be purchased from one source (manufacturer or distributor).
- The product or service must match or be compatible with current equipment or services.
- Product needed is specifically required for use in conjunction with grant or contract.
- Service needed is controlled or mandated by the local utility or government.
- Contract is for professional or artistic services.
- Order is being placed against an existing contract or agreement.

Contract No: Vendor Name:

- Re-order based on previous bids or analysis (within one year). Attach an electronic copy of the previous bid.

PO No: Date:

- An unusual or compelling urgency exists.
- Other.

2. Vendor Name:

3. Provide a Detailed explanation below of the "need" that has to be fulfilled, focusing on the requirements (not a description of the company's product or service). Also, explain what activities related to this purchase have already occurred prior to submitting this request, what other products or services in the market were considered and why they did not fulfill your need, has the vendor already done any work related to this project, etc. Finally, explain why this vendor is uniquely qualified to meet your needs. If this form is being performed for a Bid Exemption, this is where you list why it is being exempted.

4. Conflict of Interest. . It is the policy of Limestone College that its employees conduct the affairs of the College in accordance with the highest ethical, legal, and moral standards. An employee must not be in a position to make a decision for the College if his or her personal, professional, or economic interests may be directly influenced or affected by the outcome. Please answer the following questions as it relates to the relationship or activities between the individual who selected the vendor and the proposed vendor. A 'Yes' answer does not necessarily constitute a conflict of interest. However, without complete disclosure, a fair and reasonable assessment of whether this vendor is an appropriate business partner of the College cannot be made.

Individual who selected the vendor:

| To the best of your knowledge: | Yes | No | Comments: |
|---|--------------------------|--------------------------|-----------|
| Is the individual who selected the vendor, immediate family member, or extended family member (e.g. spouse, child, sibling, parent, niece, nephew, or in-law) employed by, acting as a consultant, or have a financial interest in the vendor? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has the individual who selected the vendor, immediate family member, or extended family member received any gifts (other than promotional items or an occasional meal) or more than incidental hospitality from the vendor within the last 12 months? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has the individual who selected the vendor, immediate family member, or extended family member given a gift or provided more than incidental hospitality to the vendor within the last 12 months? | <input type="checkbox"/> | <input type="checkbox"/> | |

Purchasing decisions are business decisions made on behalf of the College and therefore should be made with the utmost consideration for what is in the best interest of the College. The Departments, as well as individuals, take full responsibility that the information on this form and all related documentation is accurate and truthful and that Purchasing Policies and Procedures were followed. The Departments, as well as individuals, that are not handling purchases according to Policy and Procedures are subject to disciplinary action.

Individual who filled out the Sole Source Justification Form:

Name:

Phone:

Title:

E-mail:

Individual who selected the vendor:

Name:

Phone:

Title:

E-mail:

Business Office
1115 College Drive
Gaffney SC, 29340
Phone: 864-488-8555