



Campus departments should follow these instructions to determine how bids are required to be solicited prior to purchasing goods and/or services.

Formal price solicitations are not required for items in this range. Purchasing Services highly recommends that informal price-checking and quote-gathering may generate substantial savings to your budget. Purchasing Services is available to assist departments by providing them with supplier names and/or contact information to obtain pricing quotes for their needed goods or services.

Requisitions in this range for purchases on Sponsored Projects/Cost Share funds, or that could potentially be transferred onto a Sponsored Project at a later date, must be submitted with a completed Quotation Evaluation Form including a minimum of \_\_\_\_\_ attached, \_\_\_\_\_ using an approved contracted supplier, \_\_\_\_\_ if the item or service can only be purchased from one supplier, in which case a Single/Sole Source Justification Form must be completed and submitted with the requisition.

Requisitions in this range must be submitted with a completed Quotation Evaluation Form including a minimum of (3) three supplier quotes attached, \_\_\_\_\_ using an approved contracted supplier or if an item or service can only be purchased from one supplier, in which case a Single/Sole Source Justification Form must be completed and submitted with the requisition.

Purchases at this level are subject to the Request for Proposal (RFP) process. Purchasing Services will work with the requesting department to develop and incorporate the scope of work into UVM's RFP template. The RFP will be issued to a minimum of (3) three suppliers for formal bids. All RFP documents and supplier correspondence, communications, and responses will be managed by Purchasing. If an item or service can only be purchased from one supplier, then a Single/Sole Source Justification Form must be completed and submitted with the requisition.

Purchasing Services will have final approval to determine whether Quotation Evaluation Forms or Single/Sole Source Justification Forms comply with UVM policy.

For additional information on purchasing procedures, please contact Purchasing Services at 656-6610 or email to [purchasing@uvm.edu](mailto:purchasing@uvm.edu).



### Single/Sole Source Justification Form

Use for purchases greater than \$25,000 or

**\*NEW 7/1/18 for purchases > \$10,000 on Sponsored Projects**

when competitive bids cannot be obtained.

Refer to Procurement or Lease of Goods and Services Policy

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Check appropriate box:

- Service Agreements and/or repair services/parts unavailable from any other source except original equipment manufacturer or their designated servicing dealer.
- Compatibility of equipment or supplies required. List equipment with which purchase will be used: Model # \_\_\_\_\_ Serial # \_\_\_\_\_ Manufacturer \_\_\_\_\_
- Upgrade to existing software, software maintenance, and/or license agreement. Available only from the producer of this software who sells on direct basis only.
- Public emergency or force majeure, will not permit a delay resulting from competitive solicitation.
- Federal awarding agency (or pass-through entity) expressly authorizes noncompetitive proposals in response to a written request from the Federal entity.
- Only known source in the market. (Explain in Section II)

Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name & Title \_\_\_\_\_ Department \_\_\_\_\_

Please scan and attach this form to your requisition in PeopleSoft.

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