Competitive Bid/ Sole Source/ Selected Source Justification Form

General Information

UAS Purchasing Policy 220 requires that competitive bidding be conducted for purchases and services equal to or exceeding $10,000.00. Sole source means that a single vendor is uniquely qualified to meet the department objective and therefore the purchase should be exempt from the competitive bid process. If a project has determined that their purchase qualifies as a sole source, follow the instructions in part 2 below:

Part 1: Summary of Quotations Obtained

Indicate the items you wish to purchase and their prices by vendor. Attach price quotations from the vendor contacted that can provide your item(s). If you have quotations from more than three vendors, or more than four items, please attach a spreadsheet with this information.

Price	Vendor Name 1	Vendor Name 2	Vendor Name 3
Item A	$	$	$
Item B			
Item C			
Item D			

Total Cost	$	$	$

Name of vendor selected	

Part 2: Selected/ Sole Source Justification *(select one)*

**** Sole source requests must include a letter from the supplier certifying that its quoted price is equal to or less than that given to its most favored customers or other government agencies. The reasonableness of cost must also be documented.***

☐ **Sole Source** – No other known vendor or one or more of the following conditions apply:

- ☐ Good/service obtainable only through exclusive supplier; no comparable items
- ☐ Good/service must match or be compatible with current good/service
- ☐ Emergency requirement
- ☐ Contract for professional, technical or artistic services
- ☐ Vendor of items/services requested were specified in the grant proposal and listed in the award agreement.
- ☐ Other: Explain below:

_____

_____

_____

Part 3: Conflict of Interest

It is the UAS policy that board member, employee, or CSU employee by virtue of their position conduct the business affairs in accordance with the highest ethical, legal, and moral standards, and must not be in a position to make a decision for UAS 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 UAS 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?	☐	☐	
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?	☐	☐	
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?	☐	☐	

Part 4: Supporting Documentation

☐ Please attach the price quotations included in your summary above (Part 1)

☐ Please attach a letter from the supplier certifying that its quoted price is equal to or less than that given to its most favored customers or other government agencies.

☐ Please attach the sole source reasonableness of cost.

Part 5: Signatures

Print Name

Primary Authorized Signature/Project Director/ PI

Date

☐ Approved ☐ Disapproved

AP Manager

Date

☐ Approved ☐ Disapproved

Executive Director
(For sole source over $10,000)

Date