

**Single/Sole Source Justification
and/or
Waiver of Competitive Bidding**

Requisition No. _____ Project No. _____ Date: _____

Instructions: This form is to be completed and submitted with a 1303 requisition to provide Justification for a single/sole source and/or waiver of competitive bidding for purchase of equipment, supplies and/or services. Please complete Part I, Part II, Part III (either items A, B or C) and Part IV.

Attach memorandum letter of explanation as requested below. Additional supporting documentation must include specifications provided to vendors contacted and subsequent price quotation (s) received from at least two (2) vendors; or, if you are unable to acquire at least two price quotations, obtain and attach a price quotation from the vendor selected and a published price list from the selected vendor showing all requested items, or attach a cost analysis-see Part IV (B). This documentation is required to support reasonableness of cost.

Conflict of Interest: In selecting the listed vendor in Part II, either A, B or C, the Principal Investigator certifies that, to the best of his/her knowledge, neither the principals, directors, owners, employees, or business associates (including respective family members), of the vendor selected are employees of The Ohio State University and/or any agency of the State of Ohio. Such vendors are restricted from contracting with OSURF, per OMB, Circular A-110 and Section 2921.42 of the Ohio Revised Code.

Part I.

Indicate vendors contacted below under "Vendor Name." Specify item (s) considered under Items A, B and C. Show item prices under vendor name heading.

Item No./Description	Vendor Name	Vendor Name	Vendor Name
A _____	_____	_____	_____
B _____	_____	_____	_____
C _____	_____	_____	_____
TOTAL	_____	_____	_____

List item(s) selected

Part II.

State reason (s) for requesting a Single/Sole Source and/or Waiver of Competitive Bidding.

Explain here or attach a memorandum.

Part III.

Basis or reason for vendor selection (check one).

- Competition was obtained and the low bidder selected (complete Item A.)
- Competition was obtained and other than the low bidder has been selected (complete Item B).
- Competition was not obtained and only one vendor was considered (complete Item C - see other side).

A. Low Bid (indicate vendor selected) _____

B. Other than Low Bidder (indicate vendor selected)

If selection is "Other than Low Bidder," please **attach a memorandum** with justification that includes results of a scientific, technological, and economic nature to support your decision.

See Page 2 for Item C. © and Part IV.

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C. Competition has not been obtained and a Single/Source procurement is requested (indicate vendor selected):

If selection is made to a Single/Sole Source, provide justification for not obtaining competition. **Attach a memorandum** or indicate below an explanation to support your request to designate a particular vendor and/or a specific product for a Single/Sole Source purchase. Include a brief statement outlining the efforts made to locate satisfactory item(s). If applicable, provide certification covering the necessity to maintain compatibility with exiting equipment valued at \$ X,XXX.XX.

Part IV. (must be completed if competition has not been obtained).

Provide analysis to show the price(s) is reasonable. Obtain and include either item A or item B, indicated below. Reasonableness of cost must be validated for all purchases even if only one source exists.

A. **Price Analysis** - provide comparison of recent prices from the same or similar products/services from at least two sources. Include written price quotation(s) from all vendors contacted. If you have only one price quotation from the vendor selected, obtain and attach a vendor's price list showing the price for the items selected.

OR

B. **Cost Analysis**-list individual cost elements and examine each for reasonableness, allocability, and allowability.
(1) Direct Costs + (2) Indirect Cost + (3) G&A + (4) Profit Margin = (5) Vendor's Selling Price.
Attach your analysis and supporting documentation from vendor.

Print Name of Principal Investigator

Signature of Principal Investigator Date

Concur _____
Research Foundation Purchasing Date

Important: Inadequate justification or documentation for a request for a non-competitive procurement will result in a solicitation of bids.