

Single/Sole Source Justification (SSJ)

This form must be used as justification for a purchase from a single or sole source without open competition when the purchase is \$10,000.00 or above. S.S.J.s are not to be utilized to circumvent normal purchasing procedure. They are to be used only as an exception when all attempts to pursue competitive purchasing practices have failed. Acceptance of this request will be at the discretion of Purchasing Services. Pricing is not a justification for a single or sole source purchase; competitive pricing should be obtained through Purchasing Services.

The following statements, in my professional judgment, are correct. I have researched/investigated my requirements to support these findings. I have reviewed the vendor's proposed costs and find those costs fair and reasonable for the technical effort proposed. I certify that no personal advantage, gain or privilege has (or will) been accrued to me through the purchase from this vendor. I have read and adhere to Policy AD86 Acceptance of Gifts and Entertainment and AD88 Code of Responsible Conduct. In addition, I understand in accordance with Policy [BS07](#) Authority and Procurement, employees may not initiate or have any influence over their college or administrative unit's purchases of goods or services from a business in which the employee, or a member of the employee's immediate family (spouse or minor child), has ownership interest of 10% or more in that business.

<http://purchasing.psu.edu/conflict-interest-policy>

Investigator's name: _____

Investigator's signature: _____

Title: _____

Date: _____ Phone: _____

Electronic Document #: _____

Briefly describe the product/service you are requesting and its function.

Please select the category (or categories) that best describe your single/sole source requirement. Answer and/all of the questions pertaining to that category.

Note: It is not required to complete all categories below. Complete only those that are applicable.

A. Compatibility to existing equipment, research, methodology, or training:

1. With what other material must this requirement be compatible?

2. What is the approximate dollar value of the existing material?

3. What are the unique properties that make this the only product compatible with existing material or research?

4. Provide any other supporting information, if applicable.

B. Only known manufacturer of this product:

1. What research/investigation has been done to support this claim (i.e., trade shows, Internet searches, professional journals, colleagues, etc.)? Please list sources.

2. What other manufacturers did you solicit information from? Please list their names and summarize your findings.

C. Only product that will meet the requirements of the intended use although other like items exist:

1. What other manufacturers did you evaluate? Please identify the manufacturer and the product deficiencies that lead to their disqualification.

2. If this product is superior to all others, state the reason why. (Give very specific characteristics, capabilities and properties.

3. Provide other supporting research to document the need for this specific manufacturer, if applicable.

D. Regional Sales/Support/Service:

1. Is this the only known vendor to sell, support and/or service this type of product in this region?

2. If yes, give support of your need for immediate service as the primary requirement for vendor selection.

Note: This alone will not qualify as a SSJ if there are other manufacturers that sell and service similar product within this region. Additional support would be required above.

- E. What are the consequences of not securing this specific item?

- F. Provide any additional information not furnished above that supports your specific requirements necessitating single/sole source purchase: