



SOLE SOURCE JUSTIFICATION FORM

PI Name: _____

Department _____

Grant Award Number _____

Item Description _____

Vendor _____

OMB and Stillman College policy requires that competitive bids be obtained from at least three (3) sources for all orders \$5,000 or more. Any deviation from this policy requires written justification and evidence prior to commitment of an order. This completed form should be submitted to the Office of Sponsored Programs and the Grants Accounting Office.

Please indicate the reason for requesting a waiver from the competitive bidding process.

- A. Only known product of its kind
- B. Only known supplier of the product
- C. Subaward (please provide section of award document stating this vendor is to be used)
- D. Compatibility with existing software or equipment. (Please provide existing software or equipment details)
- E. There has been an unexpected emergency.

Please describe in as much detail as possible the justification for the reason listed above. Please attach any documents to help support your justification.

I certify that the above statements are true and precise and that I have no financial or other beneficial interest in the Vendor.

Signature

Date