LAKE SUPERIOR STATE UNIVERSITY

Single / Sole Source Justification and/or Waiver for Competitive Bidding

The Purchasing Department, in accordance with Lake Superior State University policy, requires that material, equipment, supplies and services be procured via competitive means. However, the Purchasing Department can choose to waive the competitive process and approve sole source procurement provided the requestor can adequately justify its use.

Please note: Inadequate justification and/or documentation may result in your request being delayed. Submitting this document does not guarantee sole source approval.

Vendor Name: _____

Address: _____

_____

Phone: _____ Email: _____

Part I: Rationale for Requesting Waiver of Competitive Bidding

Please check the applicable box that explains your reasons for the requested waiver of competitive bidding or for requesting a single/sole source.

☐ Sole Source — A sole source justification exists if the goods or services required to satisfy the university's needs are only available from one supplier.

☐ Emergency — An emergency justification may exist if the goods or services are required to: correct or prevent an emergency health, environmental, or safety hazard; provide for the completion of special or time sensitive events; or enable the emergency repair or emergency replacement of existing equipment essential for daily operations.

☐ Other

☐ 1. Item required must be identical to equipment already in use by the end user, to insure compatibility of equipment, and that item is only available from one source; same reasoning applied in the continuation of research situation.

☐ 2. Collaborative project – supplier is named by the funding source, inter-agency agreement or clinical trials where the identical equipment is required for compatibility and continuity of research.

☐ 3. Maintenance or repair calls, replacement or spare parts by the original equipment manager (OEM) are required for a piece of equipment, and the manufacturer does not have multiple agents to perform these services, or the OEM does not have distributors for those parts.

☐ 4. Unique expertise, background in recognized field of endeavor, specialized talent, advanced or specialized knowledge, or expertise gained over an extensive period of time.

Project Justification/Description: Identify the characteristics that are unique to the requested good(s), or if this is a service, identify the special and/or unique qualifications of the individual/company and the reason such qualifications are necessary. Briefly explain the need for the unique features or characteristics:

1. Product: _____
2. Justification: _____

_____

Part II: Signature

Conflict of Interest: In selecting the vendor, the undersigned certifies that, to the best of his/her knowledge, neither the principals, directors, owners, employees, nor business associates (including respective family members) of the vendor selected are employees of Lake Superior State University and/or any agency of the State of Michigan.

Name (Print): _____

Department: _____

Signature: _____ Date: _____

Senior Management Approval: _____ Date: _____