



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

Requisition #  Project #  Date

For OSP use only: Waiver #

## Instructions

This form is to be completed and submitted with a paper or electronic 1303 requisition to request and provide justification for a single/sole source and/or waiver of competitive bidding for purchase of equipment, supplies, and/or services. Please complete all five parts. This form and the requested documentation serves to meet purchasing documentation requirements as set forth by OMB A-110, OMB A-21, and the university to support your request for waiving formal competitive bidding for procurement above the competitive bidding threshold of \$10,000 for procurements under federal contracts and \$25,000 for procurements from all other sponsor funding sources.

All price quotations must be obtained through a fair and equal process. All vendors must be provided the same "bidding" specifications, terms, and conditions, and are to be treated equally and confidentially during the process. All price quotations must be obtained within the time period listed in the specifications. Your award decision shall be based on the review and evaluation and comparisons of quoted prices. You must analyze the proposed products or services and terms to see if the bid complies with the specifications provided including the delivery date and the functional, performance, and technical requirements, as well as [OSP Purchasing Terms and Conditions](#).

## Part 1: 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. If "Other" you may use the space provided below or attach a memorandum letter of explanation.

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. 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 as indicated in Part 4 of this form.

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.

Economic An economic justification relieves the university of additional expenses that would result from NOT making the purchase; use of another supplier would result in incompatibility with existing conditions; and/or require considerable training, time and money; the goods or services are being used in ongoing long-term projects; the total cost of ownership is less than purchasing the item from the low bidder(s).

Sponsor Designated Vendor and Item The vendor and items/services requested were specified in the proposal and listed in the award agreement. Attach copies of the proposal and award budgets.

Other

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## Part 2A: Summary of Quotations Obtained

Indicate the items you wish to purchase and their prices by vendor. Attach price quotations from each vendor contacted. If you have quotations from more than two vendors, or more than three items, please complete additional copies of this page, or attach a spreadsheet with this information.


List all vendors who were contacted but did not provide a price quotation.

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Name of vendor selected

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**Conflict of Interest:** In selecting the vendor, the Principal Investigator (PI) 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 The Ohio State University and/or any agency of the State of Ohio. Such vendors are restricted from contracting with the Office of Sponsored Programs per OMB Circular A-110 and Section 2921.42 of the Ohio Revised Code.

## Part 2B: Supporting Justification and Documentation

- Please attach the specifications you provided to the vendors.
- Please attach the price quotations included in your summary above (Part 2A).

## Part 3: Justification for Vendor Selection

Check one of the following and attach justification.

- Competitive price quotations were obtained, and the lowest bidder was selected.
- Competitive price quotations were obtained, but the lowest bidder was **not** selected.  
Please attach a memorandum with justification to support your decision to reject each of the lower bids (than the one selected). Your decision must be based upon scientific, technical, and/or economic reasons.
- Competitive price quotations were **not** obtained, and a single/sole source procurement is requested. The goods or services required to satisfy the university's needs are only available from one supplier. Provide the following:
  1. A memorandum of explanation to support your request to designate a particular vendor and/or a specific product for a single/sole source purchase.
  2. The price quotation from the vendor you selected and the vendor's published price list highlighting all items listed on the price quotation. If the vendor does not have a published price list, provide a letter from the vendor certifying that the quoted price is equal to or less than that given to the vendor's most favored customers or other government agencies.
  3. For custom products or services where the price is not derived from a published price list, you must attach the price quotation and a cost analysis from the vendor you selected. See Part 4.

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## Part 4: Reasonableness of Cost

If you did not obtain competitive price quotations or select the lowest bidder, you must provide either a price or cost analysis to demonstrate that the cost is reasonable. Reasonableness of cost must be validated for all purchases even if only one source exists. The lists below include some of the common ways to justify the reasonableness of the cost. Please check one of the boxes under Price Analysis or Cost Analysis and attach supporting documentation.

### Price Analysis

A comparison of prices from two or more reliable sources. This may be accomplished by comparing two or more price quotations or by comparing one price quotation with the vendor's published price list. The price is considered to be reasonable if it is less than or equal to the published price list.

- The vendor's price quotation is either equal to or less than the vendor's published price list. **(Please attach a copy of the price quotation and the published price list.)**
- The vendor does not have a published price list. **(Please obtain and attach a letter from the vendor certifying that the quoted price is equal to or less than that given to the vendor's most favored customers or other government agencies.)**
- The price, cost, and/or vendor are pre-approved in the proposal and award by sponsor. **(Please attach a copy of the proposal and award budgets.)**
- You have recently purchased the same or a comparable product or service from a different source. **(Please attach a copy of that purchase order or vendor's invoice.)**
- Other  
Please describe.

### Cost Analysis

A review and evaluation of each element of cost to determine reasonableness, allowability, and allocability. A cost analysis is used in sole source procurements when only one price quotation is obtained, and there is no other way to document why the price is reasonable. Contact OSP Purchasing for assistance and a cost analysis spreadsheet template.

- A price quotation was obtained from only one vendor. **Please attach a detailed cost analysis provided by the vendor which includes individual cost elements and a statement explaining the reasonableness of cost, allocability, and allowability of each cost element.** Contact OSP Purchasing to request a spreadsheet template for the vendor to complete. The vendor must list all cost elements for which the sum equals the selling price. These cost elements will include, at a minimum: direct costs, indirect costs, and profit margin. If the cost was negotiated, include a summary of how the negotiations took place. In addition, list when the meetings occurred and who attended.
- The PI has prepared a cost estimate that shows that the cost to design and build a comparable item "in house" would cost the same or more than the vendor's quoted price. **(Please attach a cost analysis spreadsheet that shows how the cost estimate was derived and a memorandum that explains why the vendor's price quotation is more cost effective and/or reasonable.)**

## Part 5: Signatures

	PI Signature		Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	OSP Buyer Signature		Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	OSP Purchasing Director Signature		Date	

Return completed form and signed copies with attachments via campus mail to: Office of Sponsored Programs Purchasing Department; 1960 Kenny Road; Columbus, Ohio 43210 or fax to 614-292- 6870. For questions, contact OSP Purchasing at 614-292-6871.

**Please note: Inadequate justification or documentation for a request for a non-competitive procurement will result in delays or a solicitation of bids.**