



Competitive Bid/Sole Source/Selected Source Justification Form

Complete either section A or B of this form and submit to Purchasing along with the Purchase Requisition when the total amount of the purchase exceeds \$25,000.

Recommended Vendor/Supplier Name:
Vendor/Supplier Address:
City: State: Zip:
Contact Name: Email:
Phone: Fax:
Estimated Purchase Amount: \$

Description and purpose of requested item or service:

A. Competitive Quotes/Price Justification:

- I have obtained 2 – 3 competitive quotes and have chosen the supplier based on cost/price, reliability, service or other factors (attach all quotes). If the vendor chosen is not the lowest cost bidder, please detail the reason(s) why this vendor was chosen:

B. Selected/Sole Source Justification (select one)

- Selected Source – Alternative vendors exist, but selection was based on specific requirements
Sole Source – No other known vendor or one or more of the following conditions apply:
Good/service obtainable only through exclusive supplier; no comparable items
Good/service must match or be compatible with current good/service
Emergency requirement
Contract for professional, technical or artistic services
Technology item approved by Instructional & Campus Technologies
Other: Explain in detail below:

Explain in detail your selected/sole source justification. Attach additional pages if necessary.

I certify that this purchase is in compliance with Elon University Purchasing Policy and Procedures and that there is no real or potential conflict of interest in recommending this good/service from this vendor/supplier.

Signature: _____

Date: _____

Print Name: _____

Title: _____

Department: _____