



SINGLE/SOLE SOURCE JUSTIFICATION

Architect/Engineer Agreements

Please review Penn State Policies [BS07](#), [*BS17](#), and Procedure [*PC2008](#). (**PSU Access Account required*) before using this form.

This justification is to be used for hiring a Professional from a single/sole source without open competition when the services are anticipated to be \$10,000 or greater. This form documents why competition is restricted. It is to be used strictly as an exception when all attempts to locate other capable, qualified Professionals have failed. *Price is NOT a justification for a single/sole source.*

When the anticipated cost of the Professional's work is \$49,999 or less, acceptance of this justification will be at the discretion of the Facilities Contract Manager in Contract Administration. When the anticipated cost of the Professional's work is \$50,000 or over, acceptance of this justification will be at the discretion of the Director of Design & Construction.

PSU Project Number:

Project Name:

Name of Preferred Professional / Firm:

Anticipated Cost for the Professional's Work:

1. What unique qualifications make this Professional the only qualified Professional for the work?

Provide specific characteristics or other supporting research to justify the need for this particular Professional.

2. How long would it take another Professional to reach the same level of competence on this project as the preferred Professional? Provide dollar equivalent, if possible:

3. If this is the only known Professional to perform this type of work/service, what research has been done to support this claim?



4. What are the consequences of not securing this specific Professional for the work?

5. Provide any other specific requirements necessitating single-source procurement.

Individual Responsible for Making this Request

Name:

Job Title:

Email Address:

Approval: This expenditure supports our objectives and represents a consistent use of Professional Services in accordance with University Policy BS17. The information appearing on this form is accurate to the best of my knowledge. No personal advantage, gain, or privilege will accrue to me through the procurement of any of the indicated Professionals.

I have read and adhere to Policy AD86 - Acceptance of Gifts and Entertainment and AD 88 - Code of Responsible Conduct. In addition, I understand in accordance with Policy BS07 - Authority and Procurement, and 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 their employee's immediate family (spouse or minor child) has an ownership interest of 10% or more in that business.

Signature of Individual Making Request:

Date:

SSJ Reviewed and Approved by Signature:

Date: