

# JOC Single/Sole Source Justification

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## **Summary**

This form must be used as a justification for a purchase from a single or sole source without open competition. SSJ's should not be routinely used in place of normal competitive pricing, but should be used only when attempts to pursue standard competitive purchasing procedures have failed. Acceptance of this request will be at the discretion of Contract Administration.

## **Qualification of Statement**

The following statements, in my professional judgment, are correct. I certify that no personal advantage, gain or privilege has (or will be) accrued to me through the purchase from this vendor. I have reviewed the vendor's proposed costs and find those costs fair and reasonable for the technical effort proposed.

Print Name and Signature:

Company and Title:

Date:

Phone:

Electronic Document #:

## **Description**

Please briefly describe the product/service you are requesting, and the reason you feel that a sole source is appropriate.

## **Reason for SSJ**

Please answer the following questions about the necessity of sole source procurement. Check all appropriate reasons given, and answer the following questions.

- Compatibility or continuity with existing systems.
  - What is the existing system and what is its approximate value?

- What about this product makes it the only compatible option?
  
- Only known manufacturer of this product.
  - Did you attempt to find this product from other manufacturers? If yes, please list the other firms. If no, please explain how you know this is the only manufacturer.
  
- Product is basis of design due to extensive familiarity with, and trust in, vendor and product.
  - Describe the previous experience with the vendor and product, and why it was deemed the best option for this application.
  
- Regional Sales/Support/Service
  - Is this the only regional vendor of this product? If so, please state the next closest vendor.

Overall, please explain in your own words why you feel this is a competitive price.