

Sole Source Justification Form

Version 1.6 (09-2025)



NJIT's procurement policy requires that goods and services be obtained via competitive bidding in most cases. Allowable exceptions to the competitive bidding process **may** include good or services procured through:

Utilization of existing State, Federal or cooperative purchasing or buying agreements (e.g., NASPO, OMNIA, etc.); or

A pre-approved sole or single source supplier. Requests to utilize a sole/single source supplier **MUST** be reviewed and approved by Procurement Services for any purchase exceeding:

- \$34,900 for services subject to the [NJ Prevailing Wage Act](#) (e.g., construction/renovations); or
- \$119,800 for all goods and all other services.

Procurement Services has full discretion as to whether the University can employ a sole/single source supplier for your planned purchase based on the information provided below. This completed and signed form should be provided to Procurement Services by either attaching to the requisition or contract request.

● SECTION I (*REQUIRED*) – REQUESTOR CONTACT AND REQUEST INFORMATION:

First Name	Last Name	Today's Date
Department	Index #	Requisition # (if known)
Proposed Supplier	Estimated Price	
Brief Description of Good or Service		

● SECTION II (*SECTION II OR SECTION III REQUIRED*) – SOLE SOURCE JUSTIFICATION:

*Requesting a sole source means that **you certify only one supplier exists that can provide this good or service** for the reason(s) selected below. A detailed explanation must be provided in Section IV of this form.*

The good is only available directly from the manufacturer/proposed supplier.

The good is proprietary: under patent, copyright, or of proprietary design.

The good or service is unique and essential and performs a function that **no other** good or service on the market can perform, or that no other firm/individual can provide.

The good or service is an integral part and/or accessory compatible with existing equipment or ongoing research/project.

For goods: In Section IV provide details on existing equipment (manufacturer, model number, age, current value, etc.), requested good (description, manufacturer, part/model number, etc.), and explain the relationship between the two.

For services: In Section IV provide details on the firm/individual and their unique expertise. Also provide references from other colleges/institutions where similar services are provided.

● **SECTION III (*SECTION II OR SECTION III REQUIRED*) – SINGLE SOURCE JUSTIFICATION:**

*Requesting a single source means **you certify that although multiple sources of supply exist, for the specific, objective reason(s) selected below, that competing source(s) has been determined inadequate and/or there is a strong, documented rationale for the recommended supplier.** A detailed explanation must be provided in Section IV of this form. Note that single source justification cannot be solely based on quality or price; quality can be a subjective evaluation factor and NJIT's procurement policy requires price considerations be evaluated via competitive bidding.*

The good's physical, technical or performance design is the only one on the market that will meet the requirements.

The good or service is essential in maintaining experimental or administrative continuity.

Requested good or service is being used in continuing experiments.

Other investigators have used this good or service in similar research and therefore it is required for comparability of results.

This good is standardized, and the use of a different good would require considerable time and money to evaluate.

The good or service is one with which I (or my staff) have specialized training and/or extensive experience. Retraining would require considerable time and money.

Trade-in allowance.

Availability of service, parts, and maintenance.

Good is a prototype.

Responsibility for integrated system performance will be voided if other suppliers are introduced.

Emergency Requirements

Immediate compliance with building codes and permits.

Occupational Health & Safety situation requiring immediate action.

Replacement parts on equipment necessary for continuing research, construction, or University operations.

Other

● **SECTION IV (*REQUIRED*) – SUPPORTING RATIONALE AND DETAILED EXPLANATION:**

*Note this section is **required** to explain in more detail the sole/single source reason selected above. Provide as much detail as possible, and attach relevant supporting documentation (e.g. supplier quotes/bids/proposals) to this completed form.*

If you have considered other suppliers but their good or service is insufficient, provide the following:

Alternative Supplier #1	Contact Name	Phone Number or Email Address
Area of Specialty or Good Description		
Deficiency from Requirements or Preferred Good or Service		

Alternative Supplier #2	Contact Name	Phone Number or Email Address
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Area of Specialty or Good Description

Deficiency from Requirements or Preferred Good or Service

Alternative Supplier #3	Contact Name	Phone Number or Email Address
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Area of Specialty or Good Description

Deficiency from Requirements or Preferred Good or Service

● **SECTION V (*REQUIRED*) – SURPLUS EQUIPMENT:**

Has surplus equipment been considered as an alternative to this purchase?

Yes No

● **SECTION VI (*REQUIRED*) – AUTHORIZATION:**

Sole Source Requestor:	
Signature:	Date
Manager of Sole Source Requestor:	
Signature:	Date
Department Head/Administrator:	
Signature:	Date