

SINGLE/SOLE SOURCE DOCUMENTATION

THIS FORM IS TO BE SUBMITTED WITH ANY PURCHASE REQUISITION THAT EXCEEDS AN AGGREGATE VALUE OF \$10,000 (FEDERAL OR FEDERAL FLOW-THROUGH) OR ABOVE WHERE COMPETITIVE BIDS HAVE NOT BEEN SOLICITED (OR ARE NOT AVAILABLE) CHECK THE APPROPRIATE BOX AND ATTACH ADDITIONAL DOCUMENTATION AS REQUIRED

Vendor: _____ Requisition Number: _____ PO _____

Department Name: _____

Project: _____ Award: _____

Please check the appropriate justification(s) below which exempt formal competition:

1. Product or service is available from only one vendor.
2. Only one source can provide the product/service in the time frame required.
3. Written pre-approval from the Federal awarding agency.
4. Competition is deemed inadequate, after solicitation attempts through one of the other methods.
5. Other - please provide specific information and circumstances in justification below.

(1) Detailed justification: (please elaborate on your justifications designated above by providing specific details)

(2) Fair and/or reasonable price analysis: (Describe or attach any communication with other sources contacted or used to determine that the cost is reasonable.)

Certification: I certify that the above statements are accurate and that this is requested procurement does not violate MVCC's Conflict of Interest Policy.

Signature/Date