

**Single or Sole Source Justification**

Single Source Item: Goods or services that may be available from various sellers but are to be purchased from a single seller for the reasons set forth below

Sole Source Item: Goods of services that are available from only one seller for the reasons set forth below

Suggested Source: \_\_\_\_\_

Rationale for:       Single Source                       Sole Source

- The equipment can be obtained from only one person or firm (sole source of supply)
- Competition is precluded because of the existence of patent rights, copyright, or similar circumstances
- Goods, equipment or services needed at once because of an emergency
- Professional services
- Impossible to draft adequate specifications or any other adequately detailed description of the required supplies or service
- Components being procured in support of equipment specially designed by the manufacturer
- Technical services in connection with the assembly, installation, or servicing or the instruction of personnel therein of equipment of a highly technical or specialized nature
- Labor and material required for providing immediate accommodation in support of the installation of new equipment or systems which can be accomplished by a vendor already on site; and not practical to allow another vendor to work on the same site or impractical for another vendor to mobilize and demobilize
- Goods or services from College Contract Suppliers or from State Contracts and/or Educational Procurement Cooperatives approved by the Board of Trustees.
- Contracts involving policies of insurance, surety company bonds, contracts with internet access companies, contracts with public utility services or telephone companies under tariffs on file with the Public Utility Commission, contracts made with another political subdivision of the Commonwealth of Pennsylvania, the federal government and any agency of the Commonwealth of Pennsylvania or any municipality authority
- Contracts for education films, film strips, prepared transparencies and slides, prerecorded magnetic tapes and disc recordings, textbooks, prepared kits, models, projectiles, teacher demonstration devices necessary for College use, and library books and materials.
- Integral equipment repair parts, accessories or equipment that must be compatible with existing equipment or fixtures.
- Software or software support that must be compatible with existing software or for which it would be impractical or excessively costly for another vendor to provide the software or software support.
- Other: \_\_\_\_\_

Provide analysis/documentation justifying above reason(s). Use additional pages if necessary.

\_\_\_\_\_  
(Originator)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Procurement Office Approval

\_\_\_\_\_  
(Date)