

WVU Parkersburg
Sole Source or Non-Price Check Justification

This form is utilized by West Virginia University at Parkersburg to justify and approve the submission of a purchase requisition in excess of \$3,000 where competitive pricing is not obtained or available.

Vendor Name: _____

Requestor: _____

Description of Purchase: _____

The above purchase requisition is submitted without additional price justification or comparison due to the following reason:

1. There is no substitute available
2. The requested provider is the only local vendor with the expertise necessary to provide the service requested.
3. The material or service being purchased is tied to a specific program curriculum and a suitable substitute is not available.
4. The material or service being purchased relates to a testing fee or on-line service fee that is part of a contractual relationship.
5. The expenditure is for the renewal of an existing on-line subscription. (Primarily for library use)

Check all that are applicable:

- The material or service must be compatible in all aspects (form, fit, and function) with existing systems presently installed. Describe the equipment you have now and how the new item/service must coordinate, connect, or interface with the existing system:
- A patent, copyright, or proprietary data limits competition. The proprietary data are described as follows:
- The materials requested are "direct replacement" parts/components for existing equipment.
- The items requested are renewals of existing electronic subscription or dues.
- The items requested are charges for testing, on-line access fees, etc., that are required or have been created as part of a specific curriculum or are provided under the terms of a long-term contract for these services. (examples: ACT Tests, Pearson On-Line Fees, Nursing Exams, etc.)
- The purchase is an emergency repair or expenditure caused by an act of God, terrorism or other unforeseen circumstances and is necessary to ensure safety or the integrity of facilities.

CERTIFICATION

I certify that statements checked and information provided above are complete and correct to the best of my knowledge. I understand that the processing of this Sole-Source Justification precludes the use of full and open competition.

Requestor Information:

Signature _____ Date _____

Printed Name: _____

Title: _____

Approver:

Signature: _____ Date: _____

Printed Name: _____

Title: _____