**Purpose of this form:**  1) To communicate and document the reason for recommending a supplier where (a) competitive bidding was not used or (b) competitive bidding was used and a supplier other than the lowest bidder is recommended. 2) To identify any financial interests the Requestor or Requestor’s Primary Supervisor has in the Supplier.

**Description of Product and/or Service: Enter product/service description**

**Name of Supplier:** **Enter supplier name**

Please select the reason for recommending the above-named supplier:

[ ]  The requested product is an integral part or accessory to existing equipment.

[ ]  The service requested is for existing equipment, which can only be completed by the original manufacturer, or a manufacturer’s designated service provider.

[ ]  The requested product or service has unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products.

[ ]  The requested product or service is essential in maintaining research continuity in the following manners (check all that apply).

[ ]  Requested product is being used in continuing research experiments

[ ]  For comparability of research results, I require the same product

[ ]  This good/service has been identified and approved in this research grant contract –

Grant Source: **Enter grant source**

Grant Number: **Enter grant number**

[ ]  The selected hotel, event location, or conference space is either the best available choice for the dates selected or the most convenient location.

[ ]  The selected caterer is either the best value available or one of the exclusive caterers for an event location.

[ ]  Only one supplier is capable of providing supplies or services.

[ ]  A federal agency has expressly authorized a sole source supplier based upon a written request from the University. (Attach copy of written authorization.)

[ ]  Emergency – The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations.

Please note - in accordance with the federal government’s Uniform Guidance, all requests using federal grant funds for over $250,000 to purchase through a directed or sole source will require a detailed cost breakdown from the supplier including the requested profit.

**Additional Information (Required Irrespective of Reason Selected):**

Please explain why other suppliers were excluded from the evaluation. Attach additional sheets if necessary.

**Enter explanation why other suppliers were excluded from evaluation.**

If compatibility with existing equipment is your reason for recommending the supplier, provide the following information about the existing equipment.

Description: **Describe existing equipment compatibility with purchase**

Manufacturer & Model No.: **Enter equipment manufacturer name and equipment model no.**

**Other Suppliers Contacted:** Note all other suppliers considered for this product or service. Include the reason why the product or service was not acceptable. Attach additional sheets if necessary.

1. Supplier: **Enter name of supplier contacted**

Contact Name & Phone #: **Enter Supplier contact name & phone no.**

Product/Service Description: **Describe product/service**

Technical Deficiency: **Enter why product/service deficient**

1. Supplier: **Enter name of supplier contacted**

Contact Name & Phone #: **Enter Supplier contact name & phone no.**

Product/Service Description: **Describe product/service**

Technical Deficiency: **Enter why product/service deficient**

**Authorization**

**The Requestor and the Requestor’s Primary Supervisor must co-sign this form.**

By signing below, we certify we are in compliance with the University’s conflict of interest (COI) policies [FN 06](https://www.policy.pitt.edu/conflict-interest-and-procurement-relationships), [ER 02](https://www.policy.pitt.edu/er-02-conflict-interest-designated-administrators-and-staff-formerly-07-05-02), [ER 03](https://www.policy.pitt.edu/er-03-conflict-interest-university-pittsburgh-employees-formerly-07-05-03), and [RI 01](https://www.policy.pitt.edu/conflict-of-interest-research) including completion of current Annual Disclosure Certifications in [MyDisclosures](http://www.mydisclosures.pitt.edu/). Additionally, any financial interest, relationship, or affiliation we have with the recommended supplier is described in the below Financial Interests, Relationships, or Affiliations box. This includes affiliations of a spouse, domestic partner, dependent, sibling, parent, or non-dependent child.

**Enter the name and title of the Requestor’s Primary Supervisor in MyDisclosures**

I, the Requestor’s Primary Supervisor, have read and approve the Requestor’s reasoning and explanation for this directed or sole source purchase.

X Date:

Signature of Requestor’s Primary Supervisor in MyDisclosures

**Enter Requestor’s name and title**

X Date

Signature of Requestor

**Financial Interests, Relationships, or Affiliations**

**Describe any financial interest, relationship, or affiliation the Requestor or Requestor’s Primary Supervisor or their spouse, domestic partner, dependent, sibling, parent, or non-dependent child has with the recommended supplier.**

|  |  |
| --- | --- |
| **For Purchasing Services Department Use Only** |  |
|  |  |
| **Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **MyDisclosures Checked:** [ ]  |

**University Policies:**

University of Pittsburgh Policy [FN 08](https://www.policy.pitt.edu/directed-or-sole-source-purchase-justification) permits, under certain conditions, purchases of goods or services from a directed or sole source without soliciting bids from multiple sources.

The University recognizes that special circumstances may not support the use of competitive bidding. In these situations, directed or sole source purchases may be an acceptable alternative.

Directed or sole source purchases are an exception to the University of Pittsburgh Competitive Bidding Policy and must always be in writing. The Purchasing Services Department will approve a directed or sole source purchase on a case-by-case basis.

COI policies [RI 01](https://www.policy.pitt.edu/sites/default/files/Policies/Research-Innovation/Policy_RI_01.pdf), [ER 02](https://www.policy.pitt.edu/sites/default/files/Policies/Employment-Related/Policy_ER_02.pdf), [ER 03](https://www.policy.pitt.edu/sites/default/files/Policies/Employment-Related/Policy_ER_03.pdf), and [FN 06](https://www.policy.pitt.edu/sites/default/files/Policies/05-Financial/policy_FN_06.pdf) describe requirements related to disclosure of financial interests, relationships, or affiliations in the setting of research and purchasing of supplies, services, and equipment.

RI 01

* Applies to full-time faculty and individuals engaged in University research.
* Requires disclosure of financial, personal, or professional relationships that raise a potential COI or COC, or their perception.

ER 02

* Applies to full-time and part-time University executives and staff identified by COIC, investigators under RI 01, and other administrators designed by their supervisor because they can make, direct, or materially influence University business decisions.
* Requires disclosure of 1) University transaction to which they or a related person is a party or 2) University transaction with an organization with which they or a related person has any Affiliation other than a Permitted Interest.

ER 03

* Applies to University employees.
* Requires disclosure of 1) University transaction to which they or their immediate family are a party or 2) University transaction with an organization in which they or their immediate family has a financial interest and the amount involved in the transaction exceeds or is likely to exceed $500.

FN 06

* Applies to all persons with purchasing authority in dealing with suppliers who provide goods and services to the University.
* Requires persons with purchasing authority to avoid behavior that might be COI and any appearance of using affiliation with the University to further personal interests.

**Definitions:**

*Directed source* is a term used to designate that a product or service must, for specific and justifiable reasons, be purchased from one specified supplier. Directed source procurement may be used when one of the following conditions exists:

* The requested product is an integral part or accessory to existing equipment.
* The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer’s designated service provider.
* The requested product or service has unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products.
* The requested product or service is essential in maintaining research continuity.
* The requested service or system requires a supplier with unique skills or experience.

*Primary Supervisor in MyDisclosures* is the person listed as the *Requestor’s* University Primary Supervisor in MyDisclosures.

*Requestor* is the person most intimately familiar with the product or service being purchased. This should be the scientist, Principal Investigator or department user. This is rarely a department administrator.

*Sole source* is a term used to designate that only one supplier exists that is capable of providing a particular product or service.

**Process:**

The Directed or Sole Source Justification Form shall accompany any request for a purchase from a Directed or Sole Source where:

* the purchase exceeds $10,000, and
* the purchase is not covered by a University-wide Contract or other existing contract or price agreement.

Furnish the necessary explanation and documentation as noted on the form. Attach this form and supporting documentation to your requisition or contract request for the Purchasing Services Department to review and approval.

**Evaluation:**

For directed and sole source purchases, University departments are responsible for evaluating alternative sources of supply and documenting the reasons that the purchase will be directed to a particular supplier or service provider when alternative sources are available. **University departments also are responsible for verifying that prices paid for directed and sole source purchases are fair and reasonable.**

Under no circumstances shall a supplier be advised that a contract will be awarded on a directed or sole source basis before approval by the Purchasing Services Department.

Purchasing Services determines whether a directed or sole source justification is reasonable based on one or more of these criteria:

* The requestor has investigated and documented his/her evaluation of potential alternate sources of supply for the requested product and/or service.
* The requestor’s documentation explains how similar products and/or services cannot meet the required specifications.
* The requestor has documented that a good faith effort has been made to identify other sources.

If the purchase meets the criteria for Directed or Sole Source, a representative from the Purchasing Services Department will authorize the purchase. If the purchase does not meet the criteria or the Purchasing Services Department’s representative needs additional information, the Purchasing Services Department will contact the Requestor to explain why the purchase doesn’t meet the criteria or what additional information is needed.

If the Requestor or the Requestor’s Primary Supervisor in MyDisclosures has disclosed a financial interest in the proposed supplier in MyDisclosures, the request will be forwarded to the Conflict of Interest Division for further review.

**Exclusions:**

Guest speakers, honoraria, subscriptions, dues, memberships and other similar items will be treated as sole source, and do not require sole source justification documentation.

**Requirements for Federal Research Grants and Contracts**

Research grants and contracts from the Federal government have [additional contractual requirements](https://www.ppt.pitt.edu/purchasing-goods/purchasing-federal-grant-funds) related to purchasing. Research Administrators and Principal Investigators are responsible for identifying and complying with any additional purchasing provisions, such as the Uniform Guidance (2 CFR 200) and Federal Acquisition Regulations, that may be included in the terms of their research grants and contracts. The Purchasing Services Department is available to provide assistance in complying with any additional research contract purchasing provisions.