



Rice University Sole Source Application

Rice University Purchasing Policy Form SSA-001

Date:

Department:

Supplier Name:

To the best of your knowledge, is this a new supplier to Rice? Yes No

Application for Waiver of Competitive Bid Requirement

In accordance with Rice University Purchasing Policy, the data entered on this form is provided to support an application to waive the required competitive bidding process required for all procurement actions over the designated monetary thresholds. Applicants should be aware that use of this form does not constitute approval but is an application to the Director of Procurement to waive the competitive bidding process and may be denied if there is a failure to reasonably qualify the waiver. It is the University's policy to compete, to the maximum extent possible, all qualifying purchase awards so as to dedicate resources to a particular purchase in the most cost effective manner possible. way

PART I. Sole Source Justification Questionnaire

From the list below, please select the reason that applies to this transaction. Please note, this is an application to waive the competitive bidding process required by Rice University Purchasing Policy (814-03). Submission of this document will subject the transaction to scrutiny that may result in a rejection of this application if there is insufficient justification to support the waiver.

- The product needed is specifically required for use in conjunction with a sub-agreement under a federal prime award(s) in amounts in excess of \$25,000.00. **(Sole Source Justification for Sub-Agreements requires a different form - check the forms library for the applicable document)**
- The product or service required is the only one that will meet the department's need and it can only be obtained from one source (manufacturer/distributor/service provider) - please explain in detail below.
- The product or service required is required to match existing installed equipment or systems or is obtained from a designated service provider to prevent a voided warranty or otherwise required by documented restrictions.
- The service required is controlled by state,local or municipal authority, utility or government.
- This is a contract for professional or artistic services (Attach relevant PSA documentation.)
- The order is being placed against an existing contract or agreement with a preferred supplier.
- This transaction is a re-order based upon a previous bid(s) resulting from a competitive award that has occurred in the last calendar year (attach supporting documentation.)
- An unusual or compelling urgency exists that requires waiving the Rice University competitive bid requirement. (NOTE: inadequate prior planning is not a valid reason to waive competition.)

PART II. Detailed Explanation to support waiver of bidding process.

Provide a detailed explanation of the need to be fulfilled through this transaction. Focus on the the requirements to be met versus the description of the product or service. If applicable, include what activities related to this purchase that have already occurred prior to submitting this request, what other goods or services in the market were considered, why they did not fulfill the stated need, and what work, if any, the proposed supplier has already performed or supplied related to this project. Be brief and specific so as to ease the review.

Rice University Sole Source Justification

Application for Waiver of Competitive Bid Requirement

Page 2

PART III. Amplifying data or other relevant information to consider in the review process

Provide, via attachment, any charts, forms, marketing materials or other documentation that may contribute to the review of the application so as to completely document the justification. In the space below, provide an inventory of the attached documentation, if applicable. Additionally, use this space to continue any detailed explanation of the need to be fulfilled through this transaction from Part II.

Are there any attachments included with this application? Yes No

Please list the attachments:

Applicant Information

Department Budget Approval Authority:

Name:

Name:

Title:

Title:

Email:

Email:

Signature

Signature

Office of Procurement Use:

Reviewed: _____ Approved: _____ Returned/Rejected: _____ Date: _____