

September 2, 2025

Dear Colleagues,

We are pleased to announce the release of a new Single/Sole Source Justification Form, which became effective September 1, 2025. This updated form is designed to streamline the documentation process, enhance compliance with procurement policies, and ensure consistency across departments.

Key Updates Include:

- Simplified structure for ease of completion
- Clearer guidance on justification criteria

All departments are expected to begin using the new form for any Single or Sole Source requests submitted on or after the effective date. Legacy versions will no longer be accepted after this transition.

We encourage you to review the updated form and reach out with any questions or concerns. Training materials and support resources will be made available in the coming weeks.

Thank you for your attention and cooperation as we continue to improve our sourcing practices.

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EMORY
UNIVERSITY

**Procurement and
Support Services**



Prepared by: _____ Department: _____ Date: _____

Proposed Supplier (Insert Name): _____ Total Purchase Amount: \$ _____

Policy: This Request for Single/Sole Source Form must be completed for purchases where competition is restricted or limited in accordance with Strategic Procurement Policy 2.121. **All parts must be completed** by providing details of why these good(s) or service(s) cannot be obtained through competition. Where required, please attach additional pages of supporting documentation. Additional definitions and instructions are available on the Guide to Single/Sole Source Usage, on subsequent pages. **The Approver cannot be the Preparer (Prepared by) listed above.**

System Attachments: Upload this completed form and all supporting documentation to the applicable system (Compass Payment Request, P-Card, Corporate Card, Emory Express, etc.) Strategic Sourcing and/or your Finance department may require additional information to determine next steps that may require a competitive bid/solicitation. **Failure to attach relevant supporting documentation to this form may result in this form being returned to the department.**

PART I: DESCRIPTION (Provide a Brief Description of Goods/Services).

PART II SOURCES (Provide efforts to find other sources).

Did you contact other Suppliers? ☐ Yes (**Attach supporting documentation**) ☐ No (**Provide an explanation in PART IV**)

PART III: REASONING (Select the option that best describes why this purchase is precluded from Policy 2.121).

SOLE SOURCE OPTION:

- ☐ **True Sole Source:** No other supplier exists to provide proposed good(s) or service(s). **Describe the unique characteristics of the good(s) or service(s) in PART IV. Attach the quote along with costs and terms deemed reasonable for the value presented.**

SINGLE SOURCE OPTIONS:

- ☐ **Other suppliers cannot be used.** Use of this supplier is required for compatibility with standardized or existing equipment. **Attach a copy of documentation of the existing system, services requirements, or award page referencing those requirements.**
- ☐ **Exigency:** Life, safety, or health must be sustained through the immediate delivery of products or performance of services. Purchase is limited to the duration to address/remedy the exigency. A critical agency mandate, statutory or operational requirement must be fulfilled immediately. **Explain the emergency circumstances.**
- ☐ **Inadequate Competition:** After solicitation of several sources, competition is determined to be inadequate. **Attach documentation of supplier responses.**

PART IV: JUSTIFICATION (Provide details to support options from PARTS II and III. Include additional page attachments, if needed).

PART V: APPROVAL The department Supervisor, Director, or Departmental Finance Representative (example: CBO) should sign as the "Approver" to confirm they have reviewed this information and supporting documentation for compliance with Policy 2.121. ***Sole source attestation does not constitute delegated signature authority per Policy 1.2.**

APPROVER'S SIGNATURE*: _____ Date: _____

Name: _____ Title: _____

Department and Unit: _____

Wet or any encrypted digital signature required. Use Emory's DocuSign license for encrypted signatures. Knowledge Base Article behind SSO: https://emory.service-now.com/kb?id=kb_article_view&sysparm_article=KB06501

Guide to Single/Sole Source Usage

USE AND APPLICATION: This guide is applicable in the following situations: **1)** Purchase(s) exceeding the competitive bid threshold under the [Strategic Procurement Policy 2.121](#); **2)** Goods and/or services that have limited competition sources (Single/Sole source); **3)** Pricing cannot be used as a factor in determining a Sole Source option because it indicates the existence of a competitive marketplace; and **4)** We are not using a competitively bid contract.

DEPARTMENTAL SIGNATURE: Authorized signer certifies that, to the best of their knowledge, the reasons and explanations provided above justify both a waiver of the competitive bidding process and the reasonableness of costs/pricing. The individual has confirmed the information provided is accurate and any further questions regarding these details can be directed to their attention. The individual certifies this purchase will not present a conflict of interest, nor have individuals involved in this request received gifts or gratuities from proposed supplier, per Emory's Conflict of Interest Policies. *The Approver cannot be the Preparer (Prepared by) listed on the form.*

SOLE SOURCE OPTION

- **What is a Sole Source?** The supplier from which the goods/services are being requested is the only source for those goods/services that meet the requesting department's needs. For an example: the manufacturer does not have authorized distributors; a supplier is the only authorized provider for the manufacturer; or the distributors/resellers have exclusive rights for customers in a given territory. *If applicable, select the True Sole Source option in PART III.*
- **Two reasons for requesting a Sole Source:**
 - (1) The product required is under patent, copyright, or proprietary design. Example: Windmill purchase, patented under Patent #US243169A
 - (2) Exclusive capability is applicable when only one supplier can satisfy the technical requirements based on unique technical capabilities or expertise.

SINGLE SOURCE OPTION

- **What is a Single Source?** Only one manufacturer/brand is able to meet your needs, but the goods/services can be purchased from more than one supplier. Usually, goods and services having more than one potential supplier requires competitive bidding. *If applicable, select the Single Source option in PART III, provide supporting documentation, and justification in PART IV.*

WHAT DOES NOT CONSTITUTE A SINGLE/SOLE SOURCE?

- An existing relationship, trust, or positive references. While valid reasons for favoring a particular supplier, these cannot solely justify a non-competitive award.
- Exigency. Exigency is measured from the time the need arises in the department and Emory personnel should have addressed competition. True emergencies will be given consideration.
- Incumbency does not justify a Sole/Single Source Justification.
- References. Statements that a supplier has the best capability or offers the lowest price are not bases for a Sole/Single Source Justification. Such determination can only be made through full and open competitive bid process.
- Strategic Sourcing and/or your Finance department may require additional information to determine next steps that may require a competitive bid/solicitation.

SINGLE SOURCE EXCEPTIONS

If your purchase meets one of these categories, please submit your requisition in Emory Express along with supplier's quote:

- Memberships.
- Broadcast, Electronic, or other Media Advertising.
- Intercollegiate Athletic fees including conference membership dues, game guarantees, etc.
- Published books, newspapers, periodicals, on-line library cataloging and other services.
- Support services only available from the manufacturer or service provider for existing systems including, but not limited to Adobe, AssetWorks, DocuSign, PeopleSoft (ERP), Jaggaer System, Microsoft Office Suite, Oracle, ServiceNow, Salesforce, Slate, Travel Partners, Zoom.
- Technical Books & Other Printed Matter on Technical Subjects.
- Utility services, CXS Railroad, Jurisdictions.

CHECKLIST FOR SOLE/SINGLE SOURCE PURCHASES

This table identifies required documents, responsibilities, and the chronological order of the Sole/Single Source purchasing process:

RESPONSIBLE PARTY	SINGLE/SOLE SOURCE FORM
Department Responsibility	Complete the Sole/Single Source Form, obtain signatures from Department Finance Manager and/or Chief Business Officer (CBO), and submit executed Single/Sole Source Form as an attachment.
Procurement and Support Services Responsibility	Procurement will review the information provided and may contact the department to determine next steps if additional information or documentation is needed. Procurement reserves the right to reject any single/sole source justification and may request competitive quotes or initiate a formal bidding process.