

Section 1 of 8

Sole Source Request / Justification

It is the policy of Rowan University to procure all materials, equipment, supplies, and services through competitive means. However, there exists a category of expenditure whereby such open bidding is not possible due to the product or service being available from only one source. In those instances, the Office of Contracting & Procurement (OC&P) upon appropriate justification, will act with all due diligence to obtain the product or service at the best possible price to the University.

By submitting this form, you attest that the products and/or services requested cannot be competitively bid.

Section 2 of 8

Requester / End-User

1. Who is the request for?
2. Requesting Department

Section 3 of 8

Grants & Subaward

If this purchase will result in the use of grant funding, the OC&P encourages the requester to submit the sole source request one time only to cover the life of the grant. You can carry the resulting approval number over fiscal years.

1. Is this purchase grant funded?
2. When does the grant period end?
3. Is this request for a subaward or an award provided by a pass-through entity to a subrecipient?

Section 4 of 8

Length of Request for Non-Grants

The max request can be for no longer than three years unless you are using grant funding. The total cost will have to encompass each approval year.

1. Are you requesting an approval for more than one fiscal year?
2. If you answered "yes" above, please enter approval expiration below. Please do not enter dates that go over a three year period.

Section 5 of 8

Vendor

OC&P ensures that the vendor chosen is approved for use by the State of New Jersey. If you do not know the Vendor's unique Banner ID #, please stop here and contact vendors@rowan.edu.

1. Vendor
2. Vendor Banner ID: If you do not know the Vendor's ID, please stop here and contact vendors@rowan.edu.

Section 6 of 8

Product Specifications

Fields may not be "required" to move forward, but that does not mean they shouldn't be filled out. You will be asked to resubmit your request due to incomplete or insufficient information provided. The more detail provided, the quicker the review period will be.

1. Proposed Product / Service & Detailed Description:
2. Cost
3. Subaward Documentation
4. Supporting Documentation, i.e., quote, proposal, contract.

Section 7 of 8

Justification

Section 7 not required for subawards.

1. Is this request for the standardization of existing equipment?
2. Does the requested product have unique design/performance specifications which are essential to your research protocol, clinical investigations or other needs and are not available in comparable products? These capabilities are:
3. In addition to the product requested, have you contacted other suppliers to consider their product of similar capabilities?
4. Are these products unacceptable because they lack one or more of the technical specifications described above?
5. Is the requested product one with which you, or your staff, have specialized training and/or extensive experience? And retraining would incur substantial costs?
6. List any other factors that may help OCP make a determination in this matter:

Section 8 of 8

What to Expect

Once your submission is reviewed and approved, you will receive an email notification and approval number.

If you are not using grant funds, you will be able to create your requisition in Banner. If you are using grant funds, you will be directed to the Grant Small/Large Purchase Approval Form.

Once your req is created, please forward the approval email to requisitions@rowan.edu with your requisition number in the subject line.

We will provide a purchase order ASAP.