



Middlesex Community College Sole Source Justification Form

Any purchase or service \$10,000 or greater that has not been competitively bid must document a reasonable investigation that there is only one practicable source for the supply or service.

Contract Amount: \$	Date:
MCC Department:	Staff Name:
Name of Vendor:	
1. Describe the unique features that make this product or service available only from this supplier?	
2. Describe why the unique features are required.	
3. Describe the efforts that you have taken to identify other sources to furnish the required service.	
4. Describe steps taken to assure the vendors rates are reasonable and in line with the current market pricing for the specified service.	
Immediate Supervisor:	Provost or CFO:
_____ Signature	_____ Signature
_____ Date	_____ Date
Director of Procurement:	
_____ Signature	
_____ Date	