

University Procurement Services

Request for Sole/Single Source Procurement Form

The Request for Sole/Single Source Procurement Form must be completed for Requisitions where competition is restricted or limited in accordance with the Purchasing Policy. Part I, II, and III must be completed in their entirety and must provide a complete explanation of why the good(s) or services(s) cannot be bid. Please attach additional pages if needed and where required please attach supporting documentation.

The individual providing the explanation (professor, researcher, administrator, etc.) is required to sign off in the first signature line in order to certify the justification. The department Director, Dean, or designated representative must also approve the justification by signing the form.

Attach the completed form and all supporting documentation to the Rutgers Marketplace. Failure to attach the form or submission of incomplete forms will result in the Requisition being returned to the department. This is done to ensure that the Preparer and Approver have reviewed and approved this purchase and the Request for Sole/Single Source Procurement Form.

University Procurement Services must review and approve the Purchase Order prior to the good(s) being shipped or service(s) being provided. University Procurement Services may require additional information and/or may determine that bidding is required.

PART I: Supplier and Goods/Services Information (Must be completed)

Supplier's Name: Princeton University Genomics Core Facility

Supplier's Contact Information: Wei Wang, Director 609-258-6988, ww3@princeton.edu

Brief Description of Goods or Services: 6 flow cells of sequencing on the Illumina Hiseq

If other products have been evaluated and deemed unsuitable, please indicate supplier, item and your rationale for exclusion. Please provide any relevant contact information, correspondence or price quotations you have received concerning other products/services considered. If none were considered please indicate with N/A: N/A

PART II Justification (Must be completed) Select one or more of the following statements (check the box) why this purchase is precluded from the competitive bid process. Provide additional explanation as required.

1. ☒ Goods or services can be obtained from only one (1) supplier. Describe the unique characteristics of the product or service. The genomics core at Princeton has the Illumina Hiseq which has sequenced the other samples for this project. The staff is familiar with this project and has assisted with study design and optimization.
2. ☐ Technical services in connection with the assembly, installation or servicing of equipment of a highly technical or specialized nature. Provide explanation of services required and why another supplier cannot be used.
3. ☐ Repair/Maintenance service requires expertise in operations on unit. Necessary parts unavailable from any source except original equipment manufacturer or their designated servicing dealer. Provide explanation of expertise or documentation supporting that this is the only designated dealer.
4. ☐ Upgrade to proprietary software or hardware. Available only from the producer of the software or hardware who sells on a direct basis only. Provide documentation showing that this is the only supplier that sells the software or can perform the upgrade.
5. ☐ Change order requests not covered under existing contract where current supplier is best positioned based on skill, knowledge, familiarity with the project and cost savings to provide the extra work. The cost of such extra work shall not exceed 20 % of the present contract amount.
6. ☐ Must match existing piece of equipment available only from the same source of original equipment. Provide documentation from supplier supporting that no other supplier can supply this.
7. ☐ Use of this supplier is required by contract/agreement or granting or other governing agency. Please attach a copy of

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the award page or requirement page referencing this requirement.

8. ☐ Purchase of used or demonstration equipment available at a lower-than-new cost. Provide cost for price of equipment if purchased as new.
9. ☐ Favorable Terms: Goods or services can be obtained at the lowest price through a primary source of supply. Please explain.
10. ☐ Lease of space, machinery, equipment, buildings or real estate as required to conduct the business of the university.
11. ☐ Public Exigency: Life, safety or health of the public must be sustained through the immediate delivery of products or performance of services. Procurement is limited to the duration to address/remedy the exigency. A critical agency mandate, statutory or operational requirement must be fulfilled immediately. Please explain the emergency circumstances.
12. ☐ Pilot project, trial or experiment: Department wishes to test or experiment with new equipment or service. Requires execution of a product/service trial agreement before start of trial, pilot project or experiment. Provide a brief explanation
13. ☐ Standardization of a component on the basis of compatibility or maintenance reliability. Please explain.
14. ☐ Contract with public entity or governmental unit: Department must set forth the reason(s) for contracting with public entity or governmental unit.
15. ☐ Professional and Technical Services: The procurement of professional and technical services should be conducted through a competitive bid process unless the requesting department, school or unit can demonstrate that such services, due to unique or special circumstances, can't be procured through a competitive bid process. Attach resume or curriculum vitae for individuals. Please explain.

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1. ☐ Administrative extension of current contract. Please explain.
2. ☐ Failed bid: Competitive bids were solicited and, no responsive bid is received, or only a single responsive bid is received and is rejected. Provide copy of RFP or informal bid request, non responsive answers, and, if one bid was received copy of the bid and reason for why it was rejected. This justification must be completed by University Procurement Services.

PART III: Reasonable Price Establishment (Must be completed) Select one or more of the following statements (check the box) to explain why you feel the accepted price is fair and reasonable. **Provide/Attach** supporting documentation as required.

1. ☐ The price was obtained from a catalog, standard price list or is standard pricing that this supplier charges for like items and/or services sold to the general public. (Catalog or price list must be provided or be on file.)
2. ☐ The quoted prices are lower than prices available to the general public and reflect substantial savings or are equal to or lower than those offered to any government agency or private institution. Attach price list.
3. ☐ The quoted prices compare favorably to market prices, or to previous prices obtained and found to be fair and reasonable, which were paid for the same or similar items on: (Date) / / , (PO) , (RFQ/RFP/Bid#) ; Method used to determine pricing (website search, etc)
4. ☒ Item or service is so unique there is no reasonable comparison. Please explain your rationale and the process you used to determine this (website review, email from supplier, etc and please provide copies) Because we have used

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Princeton for previous sequences for this project, we could not use another sequencing facility without compromising the project.

PART IV: Department Contact and Certification

I certify that to the best of my knowledge I have investigated and found that the above reasons and explanations justify waiver of competitive bidding, and the reasonableness of the price. I am the individual who has gathered and provided this detailed information and any further questions regarding these details can be directed to my attention. I certify that this purchase will not present a conflict of interest as defined by university policy and that I have received no gifts or gratuities from this supplier.

Sarah Gignoux-Wolfsohn
SIGNATURE

5/4/2017
DATE

Name: Sarah Gignoux-Wolfsohn

Title: Postdoctoral Researcher

Department: DEENR

Phone: _____

Email: Sarah.gignouxwolfsohn@rutgers.edu

Approval from the Director, Dean, or their designated representative (Required):

Henry John Aldes
SIGNATURE

5/5/17
DATE

Name: Henry John Aldes

Title: Dept. Chair

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Sole/Single Source Number: _____

Amount of Sole/Single Source Request: _____

Period/Term of Sole/Single Source Request: _____

Reviewed and Approved by:

BUYER'S SIGNATURE

DATE

Reviewed and Approved by:

SIGNATURE OF CATEGORY MANAGER

DATE

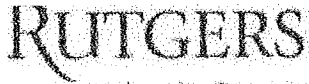
Approved by:

SIGNATURE OF SENIOR CATEGORY MANAGER

DATE

Approved by:

DIRECTOR OF PURCHASING AND STRATEGIC SOURCING SIGNATURE DATE



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or **EXECUTIVE DIRECTOR OF UNIVERSITY PROCUREMENT SERVICES**

Board of Governor's Approval Yes ☐ No ☐