Roger Williams University Purchasing No Bid Justification

This form is designed to assist faculty and staff in providing information necessary in the processing of requisitions for purchases where competitive bids were not obtained as required by the University's Purchasing Policy. Requisitions will not be processed without completion of this form. Please complete and forward with requisition to the Purchasing Department. If more space is needed, please attach additional page(s).

VENDOR ______ ANNUAL OR TOTAL COMMITMENT COST _____

Check one applicable box (either A, B, or C)

A. A competitive bid was not obtained beca source provider because:	ause the vendor selec	cted is a sole source provid	ler. The vendor qualifies as a sole
vendor is the only authorized distribut	tor / provider for the a	rea	
item is a special research equipment th	hat is manufactured or	nly by this vendor	
vendor is the only service provider for	r existing equipment o	or software	
vendor is the only provider for this bra existing Roger Williams University ed	and of equipment, soft quipment or software	tware or service, where suc	h brand and/or expertise relates to
Comment			
 B. A competitive bid was not obtained beca where such consortium/contract has bee C. A competitive bid was not obtained even 	en approved by the U	University's Purchasing D	epartment.
I certify that the above statements are offered or given has influenced this rec	true and correct, commendation fo	and that no other ma r a no competitive bio	iterial fact or consideration l purchase.
I certify that the above statements are offered or given has influenced this rec Print / Type Name	true and correct, commendation fo	r a no competitive bio	terial fact or consideration l purchase.
offered or given has influenced this rec	commendation fo	r a no competitive bio	l purchase.
offered or given has influenced this rec	Commendation fo	r a no competitive bio	l purchase.

PURCHASING USE ONLY			
Reviewed by:	Date:		
Approved by:	Date:		