

Wellesley College 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 College'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 because the vendor selected is a sole source provider. The vendor qualifies as a sole source provider because:
 - vendor is the only authorized distributor for the area
 - item is a special research equipment that is manufactured only by this vendor
 - vendor is the only servicer for existing equipment or software
 - vendor is the only provider for this brand of equipment or software where such brand relates to existing equipment or software

Comment _____

- B. A competitive bid was not obtained because the vendor selected is under a group purchasing consortium/contract where such consortium/contract has been approved by the College's Purchasing department.
- C. A competitive bid was not obtained even though the item or service may be provided by more than one source because:

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a no competitive bid purchase.

Print / Type Name	Print / Type Title	Department
Department Authorized Signature	Date	Ext. Number

If justification C was checked off, approval required from:

Department Senior Staff _____ Vice President for Finance and Treasurer _____

PURCHASING USE ONLY

Reviewed by: _____	Date: _____
Approved by: _____	Date: _____