

<b>University Of Massachusetts Lowell</b>	
<b>Date: July 01, 2001</b>	<b>Section:3.13</b>
<b>Subject: Sole Source Justification for Professional Services</b>	

In accordance with University policy, which the State and Federal auditors have mandated, any Contract for Services in excess of \$5,000 but less than \$50,000, **that has not been competitively bid by an authorized agency (the MHEC, the Purchasing Department, or the Commonwealth)** must be accompanied by an explanation/justification detailing the following:

(1)The need; (2) how the vendor/individual was selected; (3) a list of the other vendors/individuals considered; (4) why the vendor was selected over other vendors; and (5) what the department has done by way of cost comparison to determine that the charge is not out of line with the current market pricing for the services. Or, if the vendor/individual is sole source, sole source justification shall be provided.

The original copies of any written quotes from other vendors should also accompany the State Standard Contract and with the Sole Source Justification for Professional Services form.

Per Trustee policy, any Contract for Services in excess of \$50,000 shall be competitively bid by an authorized agency, or extensive sole source justification shall be provided. At the Lowell Campus, the approval of the Comptroller is required for any sole source justification for a Contract for Services in excess of \$50,000.

If the vendor/individual qualifies as “sole source”, or “sole acceptable source”; i.e., the vendor/individual is unique, and, to the best of the user’s knowledge, no other vendor in the world performs the service, or has the level of skill required to perform the services, then the justification should detail the need and what there is about the services and/or like that makes it unique from any other like vendor/individual.