Procurement of Goods and Services
Sole Source Justification/Price Quote Selection Form

Federal regulations require Duke University to obtain an adequate number of price or rate quotations for purchases of services, supplies, or other property at or above the micro-purchase threshold (currently set at $10,000 per the FY2017 NDAA). Duke requires at least three price or rate quotations to be attached to the Buy@Duke cart to be considered an adequate number of quotations. If three quotations are not obtained or the lowest quote is not selected, a GM or PI must provide sufficient documentation to justify their selection. Using the below form, identify the justification applicable to each purchase and provide an explanation for the selection. GMs and PIs should emphasize the programmatic aims of the project in their justification.

The following are adapted from 200.320 (f) of the UG:

- There are no competitive vendors in the market that can provide the requested service or product.
- The unique functionality of the vendor’s equipment meets the specifications of the project.
- This is the only vendor with specific expertise that meets the specifications of the project.
- This vendor/item is currently used for ongoing research and, to maintain continuity and study protocols, we cannot introduce another variable by using a different product.
- This vendor, item or specific service was authorized by the sponsor either by identification in the written proposal or another form of written confirmation.

Price Quote Selection [3 price quotes attached]:

- Lowest cost vendor not chosen.

GMs must review documentation and justification to ensure the purchase adheres to the A/A/R principles. Any relevant documentation, such as written confirmation from the awarding sponsor, should be attached to the Buy@Duke Cart. Contact your Office of Sponsored Projects liaison with allowability questions or Procurement Services for assistance with purchasing procedures.