

 VILLANOVA UNIVERSITY	Policy: Vendor Justification/Price Verification/Sole Source Form
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Financial Affairs Department Procurement Department Policies and Procedures	Updated: 11/15/2017

Policy

For University purchases that are greater than \$5,000 or \$3,000 when Government funds are being used, Villanova requires a vendor justification/price verification/ sole source form to be completed. Departments are required to complete this form and it must be attached to your purchase request in NOVAbuy. Final review and approval will be determined by the Procurement Office. Orders purchased against current NOVAbuy punch-out catalogues or Preferred Contract Vendors as listed on the Procurement Office’s web site will have this requirement waived as pricing for these vendors have already been negotiated.

Procedures

1. Beginning with Section A, include all of the pertinent information that will assist in determining what other sections will require your attention. Please include departmental information, vendor, and a brief description of the product/service. Then select the appropriate boxes in regards to whether the purchase is sole source, vendor justification or price verification.
2. Once the appropriate box has been selected, there will be instructional information as to what the next steps should be. For example, if you check the 4th box that states you have found better pricing, you will complete Sections E and C.
3. If required, move onto Section B, which is related to competitive bids. List the names of each vendor that a bid was requested, and attach the documentation that is associated.
4. Please be sure to include an explanation as to why you selected the vendor, eg: precision, reliability, etc. and attach any pertinent documentation as well.
5. In Section C, select one of the statements provided and if require, enter the additional information.
6. Section D is for Sole Sourcing. Please select one of the exceptions listed and explain in the space provided.
7. Lastly, Section E is required to be signed by the requestor. Approval by Budget Office and ORA will be completed in NOVAbuy