

SOLE SOURCE CONTRACT CERTIFICATION

East Stroudsburg University

Contract Number:

Contractor:

Contract Cost:

Nature of Goods or Services: _____

I certify that the proposed contract identified above is a sole source procurement based on the statutory criteria checked below:

- _____ Only a single contractor is capable of providing the supply, service or construction.
- _____ A Federal or State statute or Federal regulations exempts the supply, service or construction from the competitive procedure.
- _____ The total costs of the supply, service or construction is less than the amount established by the State System for small, no-bid procurements as dictated by the policy of small procurements.
- _____ It is clearly not feasible to award the contract for supplies or services on a competitive basis.
- _____ The services involve the repair, modification or calibration of equipment and they are to be performed by the manufacturer of the equipment or by the manufacturer's authorized dealer, provided the contracting officer determines that bidding is not appropriate under the circumstances.
- _____ The contract for supplies or services is in the best interest of the Commonwealth.

Justification for Sole Source Procurement is attached:

Richard A. Staneski

Date

Vice President Finance and Administration

Approved as to Procurement Method

University Legal Counsel

Date

Pre-approval of sole source procurement by Legal Counsel is required **prior** to any service contracted being drafted. After pre-approval is signed, this certification must be attached to the actual contract when it is presented to university legal counsel for final review and signature.