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).

ttach additional page(s). YENDOR	ANNUAL OR TOTAL COMMIT	MENT COST		
Check one applicable box (either A,	B, or C)			
A. A competitive bid was not obsource provider because:	otained because the vendor selected is a	sole source provider.	The vendor qualifies as a sole	
☐ Vendor is the only authori	zed distributor for the area.			
☐ Item is a special research €	equipment that is manufactured only by th	is vendor.		
☐ Vendor is the only service.	r for existing equipment or software.			
☐ Vendor is the only provide software.	er for this brand of equipment or software	where such brand relates	s to existing equipment or	
Comment:				
contract which has been app	ptained because the vendor selected is useroved by the College's Purchasing Depotation of the control of the co	artment. may be provided by mo	ore than one source because:	
Print / Type Name	Print / Type Title		Department	
Department Authorized Signature	Date	Ext. Number		
justification C was checked o	off, approval required from:			
partment Senior Staff	Vice President for F	Finance and Treasurer		
	PURCHASING USE O	NLY		
viewed by:	Date:	Date:		
proved by:	Date:	Date:		