*(Date)*

Mr. Louis R. Cirelli

Director, Procurement DASNY

515 Broadway

Albany, New York 12207

**Re: Single Source Final Determination**

Dear Mr. Cirelli:

I, ( *name*  ), certify that I am the Director Purchasing & Contracts for (*college / facility*). In such capacity, I am authorized as the Purchasing & Contracts Director of the Purchasing Department to make the final determination of whether this single source designation of the vendor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the purchase request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is appropriate.

On behalf of *(college / facility*), I authorize the award of a contract on other-than-a competitive basis, even though two or more firms can supply the required commodity or service. It has been determined that the following requirements have been fulfilled:

* One particular firm has unique knowledge or expertise with respect to the required commodity or service rending the use of competitive procedures impractical, or
* Other material or substantial reasons exist for awarding the contract on other-than-a competitive basis.

The ( *college / facility* ) shall advertise this procurement as required by law, and shall create and maintain a written record in setting forth the basis for justifying the single source procurement. The written record, referred to as the Single Source Justification Memorandum, will include the rationale for selecting the contractor, alternatives considered and why the alternatives considered and why the alternative do not meet the (*college / facility*)’s needs, and a determination that the vendor’s price is fair and reasonable.

I additionally certify that the appropriate procurement records are on file in the (*college / facility*) offices. I have enclosed a copy of the sole source justification Memorandum, and the New York State Contract Reporter advertisement.

Sincerely,

(*Signature* – digital signatures not acceptable)

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( name ), Director Purchasing & Contracts