*(Date)*

Mr. Louis R. Cirelli

Director, Procurement DASNY

515 Broadway

Albany, New York 12207

**Re: Sole 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 sole source designation of the vendor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the purchase request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is appropriate.

On behalf of *(college / facility*), I authorize there is only one source for a required commodity and/or service. The *(college / facility*) will advertise this procurement as required by law, and has created the Sole Source Justification Memorandum to comply with the policy to create and maintain a written record setting forth the basis for justifying the basis for justifying the sole source procurement, including the methods and rationale for selecting the contractor, a determination of exclusive capability of the vendor or product, alternatives considered, 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