



Non-Competitive Bid Request Sole Source Justification Form

State of Rhode Island, Department of Administration
Division of Purchases
One Capitol Hill, Providence Rhode Island, 02908
www.purchasing.ri.gov (401) 584-8100

Good or Service: Software/License Renewal Proposed Vendor:
Requesting Agency: Requisition No:

1. Is this the **only** product/service that can meet the agency's needs?
2. How was it determined that this vendor is the only supplier of this product or service?
3. Why the price is considered reasonable?
The vendor continues to offer CCRI pricing that is in keeping with the market value of software/SaaS licensing for the product offered. This pricing is discounted for higher education facilities.
4. What efforts were made to get the best possible price for the taxpayers?
CCRI negotiated pricing with the vendor that is in keeping with the college's status as a state-run non-profit higher education facility.

I certify that the above statements are true and complete to the best of my knowledge.

Requestor Name

Title

Date

Approved by:

- | | | |
|--------------------------|---------------------------|---------------|
| <input type="checkbox"/> | _____
Buyer | _____
Date |
| <input type="checkbox"/> | _____
Chief Buyer | _____
Date |
| <input type="checkbox"/> | _____
Administrator | _____
Date |
| <input type="checkbox"/> | _____
Purchasing Agent | _____
Date |