

Project Management – Professional Development Series

Facilities and Campus Services

Engineering and Project Management

APRIL 2026



SINGLE SOURCE JUSTIFICATION





Single Source Justifications

Single Source/Sole Source Justification is for where competition may not be feasible due to the nature of the purchase:

- *A Sole Source is the one and only source regardless of the marketplace, possessing a unique and singularly available performance capability.*
- *A Single Source is the one source among others in a competitive marketplace which for a justifiable reason has predominate qualifications.*



Single Source Justifications

Why you want to Single Source?

Justification for Single Sourcing is more than that you want that person because they have performed well on campus projects, many firms have.

You need something more substantial than just that you like working with them.



Single Source Justifications

Single Source Justifications (SSJ) are used for **Contract** procurements over \$25K

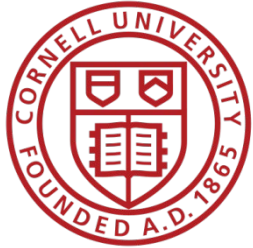
- Both State and Endowed
- For **Purchase Orders** for Material and Equipment the values are:
 - Endowed \$50K
 - State \$25K
- See Cornell Policy 3.25



Single Source Justifications

When to use an SSJ:

- Schedule – no other firms are able to meet the schedule.
- Cost Savings – there would be significant cost savings due to a firm already being mobilized etc.
- Continuity – the firm has significant prior experience in the facility that should provide cost savings to the University.



Single Source Justifications

Where competition may not be feasible due to the single source/sole source nature of a commodity or a particular specification, a written justification is required, and reasonableness of price must be established using the SSJ Form



Single Source Justifications

The Single Source Justification Form is located in Trimble Resources under Master Contract Documents.

NOTE: Do not use the SSJ form that is for Procurement, the forms look similar so please check.



Single Source Justification Form

The form has two parts that need to be completed at two different times, and **both** need approval:

- Part A – Justification for Single Source should be completed prior to soliciting a firm
- Part B – Justification of Price should be completed to submit with your CRP

NOTE: we are working on a streamlined version of the form



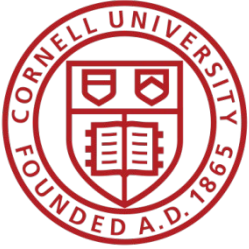
STEP 1

Part A of the SSJ Form:

This needs to be completed and approved prior to sending out a request for proposal and completing Part B.

The End User (PM) should justify and document in writing (briefly), the reason(s) why this firm should be Single Sourced in the blue box of the form:

- Unacceptable justifications:
 - We like the firm
 - The firm has performed well on previous projects
 - They have the ability to perform the work
 - Etc.



Step 2

Approval of Part A

Submit request to Contracts for approval at facilitiescontracts@cornell.edu :

- Contracts will review the request and ask any questions to clarify the reason.
- Approval is based on Transaction Authority levels.
- Once you receive the approval you may send out the proposal to the selected firm.



Step 3

Part B of the SSJ Form:

Provide information which establishes the reasonableness of the price in the blue box:

- Similar hourly rates in recent previous contracts
- An OPC that was developed prior to the submission of the proposal
- Other items that would establish that similar projects had comparable pricing

Sign the SSJ Form in the appropriate box and submit with your CRP in Trimble.



Step 4

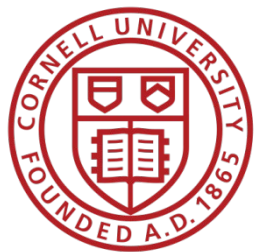
Contracts will review the completed SSJ and approve:

- Contracts will review the justification and ask any questions to clarify the submission.
- Approval is based on Transaction Authority levels.
- Once the SSJ is approved and signed, the CRP will be processed.



Single Source Justifications

All single/sole source justification forms that identify using funding from grants, contracts, or federal funds may be routed to Sponsored Financial Services for review.



Questions?

