

Statement of Explanation for Vendor Most Advantageous
Stockton University



Vendor Name _____
Estimated Cost _____

Whenever a single purchase, or contract value exceeds 20% of the applicable public bidding threshold, a total of three (3) competitive quotes are required. However, if the using department deems it is impractical to solicit competitive quotations, or having received quotations determines that the award should not be made on that basis, the end-user shall complete a statement of explanation, describing the rationale and reasons why competition is not feasible.

Below, the end-user shall provide a description of the goods and/or services, along with a Statement of Explanation describing any reason(s) why competition is not feasible. This Statement of Explanation shall address following items, as applicable:

- 1) The unique performance features of the product or qualifications for services that are not available from others (including if the product is patented or copyrighted), why they are required, and how your department would be unable to deliver a program or perform a function without this good and/or service.
- 2) Identify other potential vendors with similar capabilities that were considered, and why they were rejected based upon qualifications, performance, and technical abilities (provide support if applicable).
- 3) Any other support outlining why the explanation meets the University's criteria for not obtaining competitive quotes, such as justification for equipment standardization, information regarding the physical, technical and financial investment of an existing good or service, or a grant agreement requiring the use of a particular vendor, materials, or equipment.

Description of the Goods and/or Services

Statement of Explanation
<i>A detailed justification should be made and address all items above, plus any other relevant information for approval</i>

Certification:

I am aware of the University's requirements for competitive quotes and have gathered the required technical information to submit this Statement of Explanation, after having made a concerted effort reviewing comparable goods and/or services. I certify the information provided to justify this Statement of Explanation is true, accurate, and made in good faith to meet the University's procurement procedures.

Print Name _____
Title _____
Date _____
Signature _____