

Single Source Justification – Low Value £5K to £12.5K

This form should only be used in circumstances where the market is restricted and the availability of alternative quotes are not available.

In these circumstances a Single Source Justification must be completed in respect of all requisitions exceeding £5,000 and below £12,500 (excluding VAT) where the proposed purchase is not being made under a recommended contract and where competitive offers cannot be obtained.

This route is not intended to be used to bypass the normal quotation route.

Details should be submitted of the rationale and justification for seeking a single quote or sole supplier, for a service or product that falls below the normal Procurement Request Form threshold.

Requests for software or digital services must be accompanied by a quotation and a contract agreement.

The SSJ and any appropriate supporting documentation **must** be attached to the requisition.

The Procurement Team reserve the right to seek further information regarding any Low Value Single Source Justification request prior to the approval of a requisition.