

JUSTIFICATION of SOLE SOURCE FORM

This document must be completed to provide information necessary for the review and approval of sole-source or single source purchases over \$5,000. All requests must provide adequate and detailed information and rationale to justify an exception to the competitive bid process. A sole or single source purchase may be made when there is clearly and legitimately a single source of supply or rationale to justify purchasing from a single source despite the existence of alternate sources. All single and sole source requests must be submitted and approved by the Purchasing Department before the purchase of good(s) or service(s) is processed.

General Purchase Information:

Date:

Requestor Name:

Department:

Requested Vendor:

Vendor Contact and Email Address:

Is the vendor the product manufacturer? Yes No Cost Estimate:

Product or Service Description:

Features and/or functionality not available with other product(s) and/or service(s):

Is this purchase funded by a Federal grant or Federal funds? Yes No

Describe the process used to select this product and/or service from this source.

Indicate the reason(s) this purchase is a sole or single source.

Please note, only the underlined items are acceptable for sole or single sourcing procurements related to Federal awards.

The item is available only from a single source.

The product(s) and/or service(s) are proprietary, licensed or patented

The source is the sole manufacturer

The source is the sole distributor (documentation required with this form)

The emergency for the requirement will not permit a delay resulting from competitive solicitation.

Explain the emergency situation:

After solicitation of a number of sources, competition is determined inadequate.

Describe the due diligence performed to verify the features and/or functions of the product or service are not available elsewhere. Include information on all other sources and product/service(s) reviewed and why they are unsatisfactory. *Attach quotes or proposals received from these sources, if applicable.*

The purchase is using a Federal award and the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the University. Attach a copy of the University request and awarding agency approval.

The source is the only provider for which the University has determined an established standard, such as a designated brand or manufacturer. *Include a copy of, or the website link to, the University standard or written approval from the department requiring compliance.*

The source is the only provider of product(s) or service(s) compatible with existing equipment, inventory, systems, programs, services or factory warranty service. *Include information on the specific existing equipment, inventory, system, program, service with which this new purchase is associated.*

The source is the only provider of product(s) or service(s) that meet the unique needs of the department or perform the intended function.

What features or characteristics are unique to the requested good(s) or service(s)?

Explain the need for the unique features or characteristics and their critical importance as it applies to its intended use and/or purpose in your operation.

The source can supply a used item that provides value to the department at a cost under market for a new item. *Include supporting information, such as quote(s).*

By submitting this form, the requestor certifies the following:

- There is no employee/employer relationship in existence.
- The payment for the good(s) or service(s) is within the range of the current competitive market.
- The above statements are true and correct and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source or single-source purchase.

Purchasing Approval

Signature Approval: _____

Name: _____

Date: _____