

Sole Source Justification

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. All single and sole source requests must be submitted prior to purchase of or entering into a contractual agreement with a vendor and approved by the Purchasing Department.

This purchase is being requested with a **single source justification**. Single source purchase requests will be considered in instances where alternate products and sources exist, but only one truly meets the needs of the requesting department and all others are found to be inferior. Single means one among others. **STOP - FILL OUT SINGLE SOURCE JUSTIFICATION.**

This purchase is being requested with a **sole source justification**. Sole source purchases will be considered when NO alternative exists for the item(s) or service(s) required and the identified source can be documented as the only source available. The determination is based on the unique qualifications or specifications of the purchase such that no other source exists. This determination is not price based. **CONTINUE WITH THIS FORM.**

Date:	Cost Estimate:
Requestor Name:	Department:
Requested Vendor:	
Vendor Contact Name:	Vendor Contact Email:
Is the Vendor the product manufacturer? Yes No	Sells the good(s) through distribution? Yes No
Is this purchased by a Federal Grant or Federal Funds? Yes No	

Product or Service Description:

Features and/or capabilities unique to the supplier/brand being requested as related to project requirements:

- If the product is an enhancement to existing equipment manufactured by the same supplier, provide WMU reference to the existing equipment.
- Describe what is unique about the product/service offered by the requested supplier as compared to the other manufacturers.

Provide supportable evidence that due diligence has been performed to select this product and/or service from this source. Include how objective market analysis and proof of fair and reasonable pricing has been obtained. Attachments Required.

The goods(s) and/or service(s) (check all that apply)

Must be compatible or interchange with existing hardware/equipment (match existing/standardization)

Is for repair or modification of existing hardware/equipment with no substitutions available

Is proprietary technology, copyrighted, or patented (**MUST attach evidence**)

Is radio or TV broadcast rights

Sole provider of factory-authorized warranty service

The vendor/distributor is a holder of a used item that would represent good value and is advantageous to the University (**MUST attach information on cost of new vs. used price, appraisal of value, availability, etc.**)

Is being procured for an emergency (breakdown of necessary equipment, building systems, or where human or animal life is endangered). Explain the emergency situation

Other _____

Initial to certify the following:

_____ There is no employee/employer relationship in existence

_____ The payment for 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 purchase.

Please forward a completed Sole Source Justification Form to Purchasing

Requestor Signature

_____ / _____

Signature Date

Purchasing Department

Approved Rejected

_____ / _____

Signature Date