

## SOLE/SINGLE SOURCE JUSTIFICATION

- This form is for use by department personnel when an item or service exceeds \$5000 and competition is not practicable. Completion of this form does not constitute approval that the proposed supplier will be selected. The Purchasing Department may require additional information. The requestor is responsible for providing the required information and documentation. A Purchasing Agent will work with the Requestor to ensure the rationale meets Federal guidelines. This may include suggesting alternate vendors or products, documenting price reasonability, and soliciting competitive bids.

Sole Source: Only **one** vendor is **capable** of providing a particular item or service

Single Source: A product or service is available from more than one source, but for **particular reasons**, it must be purchased from a specific vendor

Brand Name: A product or feature is essential to specified requirements, and market research indicates other companies similar products do not meet or can not be modified to meet those requirements. Typically the product or feature can be obtained from multiple sources.

### **PART 1 – Department/Supplier Information**

<b>Requisition No.</b> _____	<b>Date</b> _____
<b>Requestor*</b> _____	<b>Title</b> _____
<b>Department</b> _____	<b>Phone</b> _____ <b>Email</b> _____
<b>Proposed Supplier</b> _____	<b>Supplier Contact</b> _____
<b>Phone</b> _____	<b>Fax</b> _____
<b>Description of Product/Service</b>	<b>Cost</b> _____

\*I certify that to the best of my knowledge the following reasons, explanations and documentation justify that this requisition is a single/sole source purchase. I have provided this information and any questions can be directed to my attention.

### **PART II – Sole/Single Source Rationale - Check the appropriate box(es) to support the supplier selection**

- Repair or maintenance parts are unavailable from sources other than the original equipment manufacturer or their designated service dealer
- Upgrade to existing software-available only from this software producer who sells on a direct basis
- Must match existing equipment. Provide brand & model of existing equipment and explain why the new product is the only one that will work properly with it.
- Used, reconditioned or demonstration equipment available at lower-than-new cost. Show cost comparison and attach pricing information. Requisition \_\_\_\_\_ New \_\_\_\_\_
- Sole provider of a patented or licensed product
- Sole provider of service/maintenance/product
- Service/commodity is unique
- Brand name – meets definition above
- Other

Continued...

