



SOLE SOURCE REQUEST

Sole Source Procurement is appropriate only if a purchase requirement is reasonably available from a single supplier, or if it otherwise qualifies under the attached sole source definition.

ALL SOLE SOURCE REQUESTS OVER \$5,000 MUST BE **PRE-APPROVED** BY THE PURCHASING DEPARTMENT.

It is anticipated the procurement will result in a (check one):

Contract: E-mail this form to the Purchasing Department prior to contract negotiations; no requisition is required. Requested contract term (include requested renewal options, if any):

Purchase Order: Enter requisition into Banner, insert the requisition number here _____, send this form to the Purchasing Office, along with a copy of the vendor's quotation.

Department Requesting Approval: _____

Division or Office, if applicable: _____

Contact Person and Title: _____

E-mail Address: _____

Phone Number: _____

Product(s) or Service to be purchased:

Approximate Cost: \$ _____

Recommended Supplier:

Contact Person:

E-mail Address:

Phone Number:

City, State, Zip:

Type of Supplier (check one):

Corporation

Government

Partnership

Sole Proprietorship

Other

Sole source justification is based on which of the following (check all that apply):

Compatibility of equipment/service (please complete sections A and B below)

Equipment/service is only available from a single supplier in the U.S. (please complete section A)

Compatibility of professional services (please complete section A)

Section A. GENERAL INFORMATION

1. What is unique about this product or service to justify a sole source purchase?

2. Could the product/service be reasonably modified to allow for competition?

3. Explain the market research performed to make the sole source recommendation. This must include price comparisons to other products/services similar, but not equal to, the product in question.

4. List the names of suppliers contacted, contact person and a summary of their responses.

5. If the requestor has any personal, financial or fiduciary relationship with the recommended supplier you must attach a complete disclosure statement to this form. Please complete the Declaration of Business Interest form located on the Purchasing Office website. Does such a relationship exist? Yes No (check one)

Section B. COMPATIBILITY OF EQUIPMENT/SERVICE

1. Describe the existing equipment in which this purchase must be compatible. Also include the purchase price of the existing equipment and date of purchase.

2. What is the remaining life expectancy of the existing equipment?

3. What procurement method was used to purchase the existing equipment? Please provide the requisition number, bid number or purchase order number.

Section C. TRIAL OR TESTING

Please read U.C.A. 63G-6a-802.3 regarding purchasing products for trial or testing prior to completing this section.

1. Why is the trial use or testing necessary?

2. What is the anticipated end result of the trial or test?

3. Do any other suppliers provide a similar product or service?
 - a. If yes, list the company names:

 - b. Will their products be tested? If not, why will they not be tested?

Department

Purchasing Department

Vice President

Signature

Signature

Signature

Print Name

Print Name

Print Name

Date

Date

Date

Conditions For Use of Sole Source Procurement

Sole source procurement shall be used only if a requirement is reasonably available from a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item.

Examples of circumstances which could necessitate sole source procurement are:

- (1) where the compatibility of equipment, accessories, replacement parts, or service is the paramount consideration;
- (2) where a sole supplier's item is needed for trial use or testing;
- (3) procurement of items for resale;
- (4) procurement of public utility services.

The determination as to whether a procurement shall be made as a sole source shall be made by the Chief Procurement Officer of the University. Each entirely completed request shall be submitted in writing by the requesting Department. In cases of reasonable doubt, competition will be solicited.