



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

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.