

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):

| requisition is required. Requested contract term (include requested renewal options, if any): | 1S; no |
|--|--------|
| Purchase Order: Complete Purchasing Requisition and send this complete, sig Sole Source form to the Purchasing Office with a copy of the quotation from the vendor. Requisition Number : | |
| Department Requesting Approval: | |
| Division/ Office, if applicable: | |
| Contact Person & Title: | |
| Email: | |
| Product(s) or Service to be purchased: | |
| Approximate Cost: | |
| Recommended Supplier: | |
| Contact Person: | |
| Email Address: | |
| Phone Number: | |
| City, State, Zip: | |
| (Cont. On Next Page) | |

| Type o | of Supplier (check one): | Corporation Partnership Other | Government Sole Proprietorship | | |
|--|---|-------------------------------|--------------------------------|--|--|
| 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 serv | ices (please complet | e section A) | | |
| Sectio 1. | n A. GENERAL INFORMATION (5 P What is unique about this product | • | sole source purchase? | | |
| 2. | Could the product/service be reas | onably modified to al | low for competition? | | |
| 3. | Explain the market research performs must include price comparison equal to, the product in question. | | | | |

| 4. | List the names of suppliers contacted, contact person ar responses. | nd a summary | of their | |
|---|--|--------------|----------|--|
| 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 <u>Purchasing Office website</u> . | | | |
| | Does such a relationship exist? (Check One) | Yes | No | |
| Section B. COMPATIBILITY OF EQUIPMENT/SERVICE (3 Parts) 1. Describe the existing equipment in which this purchase must be compatible. Also | | | | |
| 1. | include the purchase price of the existing equipment an | - | | |
| 2. | What is the remaining life expectancy of the existing equal to the existing existing equal to the existing equ | uipment? | | |

| 3. | What procurement method was used to purchase the existing equipment? Please provide the requisition number, bid number or purchase order number. |
|---------|--|
| Section | on C. TRIAL OR TESTING (3 Parts) |
| | e read U.C.A. $63G$ - $6a$ - 802 . 3 regarding purchasing products for trial or testing prior to leting 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 (First) | Vice President (Second) | Purchasing Office (Last) |
|--------------------|-------------------------|--------------------------|
| 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 offer 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.