

SOLE SOURCE JUSTIFICATION FORM

DATE: _____ REQ#: _____ PO#: _____

NAME: _____ BUDGET# _____

VENDOR: _____

SOLE SOURCE PURCHASING DOCUMENTATION SUMMARY

Must be completed for all purchases amounting to \$10,000 or more.

SECTION I. If one of the listed explanations (1 through 5) applies, you only need to check the appropriate box. Those descriptions define acceptable justifications. 6 and 7 are also acceptable, but the added data identified in Sections IV (EMERGENCY) and V (EXCLUSIVE) are also required if those explanations are given.

1. **Proprietary:** Item under patent, copyright, or proprietary design.
2. **Non-Responsive Bids:** Bids were solicited, but no responsive bid has been received from the Requested bidders. (Attach bids and a list of other solicited vendors.)
3. **Replacement Parts:** The purchase is for replacement parts or components in support of equipment specially designed by the manufacturer.
4. **Technical Services:** The purchase is for technical service in connection with the assembly, installation, or servicing of equipment of a highly technical or specialized nature.
5. **Continuation:** Continuation or prior work. Additional work, item, or service required, but not known to be needed when the original order was placed.
6. **Emergency Requirement:** Requirements must be met at once. An explanation of urgency, including a description of why the purchase is critical and why only the proposed vendor can meet it. A lack of advance planning is not acceptable (Complete Section IV)
7. **Exclusive Capability:** Only one supplier qualified. No other potential suppliers know. (Complete Section V)

SECTION II. Narrative Justification: Explain why the identified vendor is recommended. This section must be completed if the explanations identified in Section I do not apply. That section has been developed based on standards established for the purchasing profession. Further exceptions must be carefully and completely explained and documented. (Please be very precise when filling in this section.)

SECTION III. Check the type of discount offered:

- Educational
- Volume Price Break
- State Contracts
- GSA Pricing

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SECTION IV. *Emergency Requirements:* Additional Documentation Summary. (Please check the explanation which applies.)

- Immediate compliance with building codes and permits.
- O.H.S. situation requiring immediate action.
- Needed immediately for ongoing experimentation.
- Publication and printing deadlines.
- Special event.
- Replacement parts on equipment necessary for continuing research, construction, or operations.
- Other (Explanation):

SECTION V. *Exclusive Capability.* Additional Documentation Summary. (Please check yes or no indicating whether the identified description applies.)

- Yes No - Specially trained personnel.
- Yes No - Has demonstrated specialized experience and has a proven record of performance.
- Yes No - Unique or vital facilities and test equipment.
- Yes No - Unique knowledge of matching or mating items.
- Yes No - Responsibility for integrated system performance will be voided if other vendors are introduced.
- Yes No - Quality of equipment from other known vendor sources has been demonstrated to be inferior or unacceptable.
- Other (Explanation):

THIS SECTION MUST BE COMPLETED

NAME: _____ **DEPT:** _____

SIGNATURE: _____ **DATE:** _____