

SOLE SOURCE JUSTIFICATION FORM

If a requisition costs over \$5,001 and per year, is for goods or services provided by a non-contract supplier and has not been bid, one of the following sections (A-E) of this Sole Source Justification Form must be completed by the requesting department and submitted with the applicable Requisition. Suppliers may not be engaged to do business until the justification has been approved by Procurement and Sourcing Services.

A. COMPATIBILITY JUSTIFICATION.

Complete if supplier is needed for compatibility reasons, such as to provide continuity of service, to maintain standardization or to interface with existing equipment.

- Identify existing infrastructure with which this supplier must be compatible:

- Estimated dollar value of existing infrastructure:

- Explain unique properties that make this the only supplier compatible with existing infrastructure:

- Provide additional information regarding need for compatibility:

B. ONLY KNOWN MANUFACTURER JUSTIFICATION

Complete if manufacturer is only known supplier of goods or services.

- Identify research / investigation done to support 'only provider' claim:

- List other manufacturers that were solicited for information and explain what the suppliers did not support:

C. REGIONAL SALES SUPPORT / SERVICE JUSTIFICATION

Complete if this is the only known supplier in the region to sell, support, and/or service this type of product.

- Describe why support for regional service is the primary requirement for supplier's selection:

D. FIRE / LIFE / SAFETY OR PROPERTY DAMAGE JUSTIFICATION

Complete if supplier is needed to protect immediate health and safety interests or to repair damaged property that, without immediate repair, will impede operations or cause further damage.

- Identify reasons to support 'fire, life, safety or property damage' claim
- Specify the consequences of not securing the specific item:

E. PROFESSIONAL JUSTIFICATION:

Complete if sole source justification does not apply to the above categories, but is a matter of professional judgment. (Professional justification requires the approval of the appropriate Vice President).

- Provide any other information not furnished above that supports the specific requirements that necessitates a sole source purchase:

Vice President Approval and Signature: _____

Date: _____

- ❖ If Requisition is funded by a sponsored IRB project account and valued at \$10,000 or more, this Form must be signed by the Principal Investigator (PI). If the IRB Requisition is less than \$10,000, this Form must be signed by the PI, Dean or Program Director.

Requisitioner's Name (PRINT): _____

Signature _____

Title: _____ Date _____

Requisition # _____

Requested Supplier's Name _____

Procurement and Sourcing Services Review:

Approved
Denied
Other

Signature from Procurement and Sourcing Services