



Sole Source Justification

Facilities Financial Services 107A
Mendenhall Building A969 Learning
Way Tallahassee, Florida 32306-4158
Office: 850-645-0407 | Fax: 850-645-9696
<https://www.facilities.fsu.edu>

Sole Source procurement is when you make a purchase without competition when competition is otherwise required. Procurement Services makes the final determination if a Sole Source procurement is justifiable. The essential elements to a justifiable sole source include: there is only one good or service that can reasonably meet the need and there is only one supplier who can provide the good or service. Best price does not make a good or service a valid sole source.

Please complete the questions below to assist us in making a final determination. Please also include specifications and a quote (including shipping/handling charges) from the supplier with this form.

Date: 7/1/2016 Material Request # per request Total Purchase Amount \$ for all charges

Supplier: AssetWorks Commodity/Service Description: AiM Software purchases, maintenance, and support

1) Explain what part or parts of the stated specification restrict the requisition to only one supplier and explain how these specifications are essential to the accomplishment of your work:

This is a FY sole source to cover our major purchases from AssetWorks. Assetworks provides our current software package that we use Facilities, AiM.

2) Prior to submitting this requisition, did you investigate other possible sources? Yes No
If Yes, Did you obtain quotes from the other sources? If yes, please include with this form. Yes No

3) List any company other than your suggested source who supplies an item with similar functions and the reasons competing goods/services are not satisfactory:

None that are compatible with current AssetWorks software being used by Facilities

4) Will you use this item with existing equipment? Yes No
List Brand & Model number of existing equipment and why the new product is the only one that will work properly with it.

Our current Assetworks/ AiM systems adn software

5) Please provide any additional information you feel may aid Procurement Services in processing this requisition:
none

In my professional opinion this is the only good or service that can reasonably meet my requirement(s)/specification(s) and this is the only supplier who can provide the good or service. I further attest that the above is true and correct to the best of my knowledge and belief, that I am independent of, and have no conflict of interest in the supplier recommended above and that the Sole Source Justification would withstand any audit or supplier protest.

Donna Trumbower
Principal Investigator of Purchase

Donna Trumbower
Signature Digitally signed by Donna Trumbower
DN: cn=Donna Trumbower, o=Florida State University
Date: 2016.07.20 13:43:12 -0400'

7/20/2016
Date

Veronica Cline
Facilities Purchasing Agent

Veronica Cline
Signature Digitally signed by Veronica Cline
DN: cn=Veronica Cline, o=Florida State University
Date: 2016.07.20 13:44:26 -0400'

7/20/2016
Date

Fredrick Ross
Facilities Purchasing Manager

Fredrick Ross
Signature Digitally signed by Fredrick Ross
DN: cn=Fredrick Ross, o=Florida State University,
ou=Facilities Purchasing,
email=ross@univ.fsu.edu, c=US
Date: 2016.07.20 14:10:03 -0400'

7/20/2016
Date

This form will become a public document, open to public inspection; therefore, you should be certain that all material facts are true, relevant and clearly understandable.

POSTING DATES	
From:	To: