

Facilities Purchasing Manager

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: _____ Material Request # ____ Total Purchase Amount \$ ____ Supplier: Commodity/Service Description: 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: Prior to submitting this requisition, did you investigate other possible sources? Yes \square No \square If Yes, Did you obtain quotes from the other sources? If yes, please include with this form. Yes \square No \square List any company other than your suggested source who supplies an item with similar functions and the reasons competing goods/services are not satisfactory: Will you use this item with existing equipment? Yes \square No \square List Brand & Model number of existing equipment and why the new product is the only one that will work properly with it. Please provide any additional information you feel may aid Procurement Services in processing this requisition: 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. Date Signature **Principal Investigator of Purchase** Signature Date **Facilities Purchasing Agent**

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.

Signature

	POSTING DATES	
From:	To:	

Date

Sole Source Justification Form Revised 07/2015 Page 1 of 1