



# Sole Source Justification

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: \_\_\_\_\_ OMNI Req # \_\_\_\_\_  
~~Material Request #~~ \_\_\_\_\_ Total Purchase Amount \$ \_\_\_\_\_

Supplier: \_\_\_\_\_ Commodity/Service Description: \_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_

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.

\_\_\_\_\_  
\_\_\_\_\_

5) 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.*

\_\_\_\_\_  
Principal Investigator of Purchase Signature Date

\_\_\_\_\_  
Facilities Purchasing Agent Signature Date

\_\_\_\_\_  
Facilities Purchasing Manager Signature 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.

<b>POSTING DATES</b>	
From:	To: