**SOLE SOURCE JUSTIFICATION FORM**

*This sole source justification form is required for every purchase of over $50,000 unless the purchase is made from an existing contract, the supplier is specifically named in a grant award, or the purchase has been competitively solicited. The following guidelines apply to a sole source request:*

1. *A sole source purchase is a method of acquisition. It is not to be used to avoid competition.*
2. *Sole source justifications must be approved by a Purchasing Agent (PA) prior to an order being placed. If a PA has any doubt about the sole source a solicitation called an Intent to Sole Source will be posted with all requirements encouraging suppliers to propose products that will meet the universities needs and specifications.*
3. *Price cannot be used as a factor in determining if a sole source exists because it indicates the existence of a competitive marketplace.*

**Sole Source Information**

1. Sole Source Type

→ Select sole source type.

If other, provide details below:

→ Click or tap here to enter other details.

1. Explain the unique and necessary features or functions of the product/service necessary to fulfill the department’s essential requirements. This should note the technical requirements, when applicable.

→ Click or tap here to enter explanation.

1. Justify the selection of the sole-source supplier by providing a detailed explanation of why no other supplier can meet the specific requirements for this product or service. Additionally, describe the comprehensive efforts undertaken to identify and evaluate alternative suppliers.

→ Click or tap here to enter justification.

1. Attach documentation to this form of all attempts made to find any qualifying sources, including emails, conversations/call records and screenshots.
2. Price Cost Analysis: Select the statement that describes why you feel the accepted non-competitive price was fair and reasonable.

→ Select price cost analysis statement.

1. Price Cost Analysis: Attach to this form a quote, price list, supplier certification, or other research justifying the price is fair and reasonable.
2. Price Cost Analysis: If applicable, provide the previous PO number for similar goods and/or services.

→ Click or tap here to enter previous PO number.

*By signing below, the department certifies that the information submitted on this form is accurate and complete. The final determination of sole source will be made by the Procurement Service Center.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.