

SOLE SOURCE JUSTIFICATION FORM

Department Name:		Requisition No.:	
Department Contact:		Email Address:	
Procurement Type:	<input type="checkbox"/> Commodity <input type="checkbox"/> Services <input type="checkbox"/> IT Hardware <input type="checkbox"/> IT Software /Subscription <input type="checkbox"/> Maintenance <input type="checkbox"/> Construction		
Contractor's Name:		Address:	
Manufacturer:		Model No:	
Contract Amount:		Contract Term:	

1. Product/Service General Description:

2. Describe the intended use for this product or service and justification of the operational need:

3. Describe the unique features that make this product or service available only from this vendor:

4. Describe why these unique features are required.

5. Describe the process used to select this product, service or vendor. *If applicable, provide supporting documentation including company contact information, product or service information and proposals.*

6. Describe the reason(s) for rejecting other products, services or suppliers.

7. Provide supportable evidence that due diligence has been performed in an objective market analysis and proof of fair and reasonable pricing. *This may be from comparable item(s); price based on prior competition (in which case attach a copy of previous purchase order); comparison to a substantially*



similar item (provide price of the base item, by a catalog and state the cost of additional features); website research; a spreadsheet comparison of competition; proof of sales to others at similar prices.

8. Is this product or service proprietary? *Provide documentation showing that the vendor has a patent, copyright, or other legal right, which identifies the supplier as a sole provider and single distributor of this product or service.*

9. Is this purchase required to match existing equipment or part of a standardization program? *If so, provide the original purchase order number, supplier name and description of the original purchase.*

10. What steps are being taken to competitively bid future purchases?

Requesting Department Approval: (Signature)

Date

Printed Name and Title

All IT Requests for Hardware, and/ or Software must be reviewed and approved by Information Technology Services prior to submittal of this request.

ITS Approval

(Printed Name and Title)

Date

COMPLETION OF THIS FORM DOES NOT GUARANTEE THE APPROVAL OF THE PROCUREMENT REQUEST.

PROCUREMENT RESERVES THE RIGHT TO COMPETITIVELY BID, NEGOTIATE PRICING OR TO SOLICIT ADDITIONAL INFORMATION AND REMAINS THE FINAL AUTHORITY ON ALL PROCUREMENT ISSUES.

SEND COMPLETED FORM WITH ALL SIGNATURES AS AN ATTACHMENT AS PART OF THE DOCUMENTATION INTO THE SMARTSHEET FORM.