

Single/Sole Source Justification

Attach this form to requisitions when competitive bids are not solicited.

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**Requestor Name and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requestor Dept:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requisition Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested Single/Sole Source Supplier:**

**Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is the recommended company the manufacturer?** [ ]  **Yes** [ ]  **No**

**Does the manufacturer sell the item(s) through distributors?** [ ]  **Yes** [ ]  **No**

**Description of Product or Service:**

*(If additional space is needed, include them in a separate paper)*

**Estimated Cost:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Single/Sole Source Rationale**

Explain why the recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can provide this good or service? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job?

It is important to sufficiently address the key reason for awarding an order without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

*(If additional space is needed, include them in a second paper.)*

**Complete the following checklist**

A specific contractor is the only source of the required item because:

[ ]  The required items are proprietary to the Contractor

[ ]  A specific item is needed:

 [ ]  to be compatible or interchangeable with existing hardware,

 [ ]  as spare or replacement hardware,

 [ ]  for the repair or modification of existing hardware, or

 [ ]  for technical evaluation or test.

[ ]  It is not possible to obtain competitive bids for consideration (i.e., only one source is capable of supplying the items or meeting the requirements). I have attached the pertinent documentation showing what market research was conducted t preclude other brands or vendors from consideration. *In a brief explanation, provide supporting evidence for the conclusion; other sources considered should be listed, along with explanation of why they are unable to meet the requirements.*

[ ]  There is a substantial technical risk in contracting with any other contractor (e.g., only one contractor has been successful to date in implementing a difficult manufacturing process). *In a brief explanation, provide supporting evidence of why other contractors are considered to be unable to overcome the substantial technical risk.*

[ ]  For support services effort, there is no reasonable expectation that a meaningful cost or other improvement could be realized over the incumbent contractor’s performance (e.g., the chances of another firm winning a competition are clearly remote. *Please provide a brief explanation.*

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**Requestor Signature Date**

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**Dean/Supervisor Signature Date**