

# Sole Source Justification Form

Law and regulation require that the University procure products and services via competition. A sole source procurement represents a unique exception to the legal/regulatory requirement for competition and is subject to audit and public review. Completion of this form by your department is intended to document that only this product/service will meet your department's essential requirements and that only one vendor can provide the product/service requested. Vendors are not permitted to complete this form for your department. Note: Price is not a factor in determining if a product/service is a sole source.

For more information about Sole Sources, see [Guidelines for Competition](#).

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Department:

Proposed Vendor:

Price:

Product/Service Description:

- 1. Explain why the requested product/service is the only one that can satisfy your requirements. What are the unique features of the product or service that are not available in any other product/service and are essential to required minimum performance? Provide such specific, quantifiable factors/qualifications.** *(Provide specific details on the compelling functional and/or technical reasons why the requested product/service is the only one that can satisfy the requirement. Indicate any features of the product or service that cannot be provided by an alternative product/service. In explaining the unique aspects of the product or service, provide details on the factors and/or qualifications that make the product/service distinctive.)*
- 2. Explain why this vendor is the only practicably available source from which to obtain this product/service.** *(Provide specific details on the compelling expertise, experience and/or qualifications that support why the requested vendor is the only one that can provide the required product/service(s). In detailing the unique capabilities of the requested vendor, provide supporting information on the qualifications or other factors that make this vendor the only source. Note that if this product/service is available through multiple distributors, it is not justifiable as a sole source.)*
- 3. Alternate vendors and products/services must be considered. What alternative vendors and products/services were contacted and evaluated? Why were these vendors and products/services unacceptable in meeting the departments' essential minimum performance requirements? If no, why were alternatives not evaluated?** *(Provide names of alternate sources that were considered and specific reasons why each one was rejected for not meeting the specific quantifiable factors/qualifications listed in #1 above. If other options were not evaluated, indicate the basis for not considering available alternatives.)*
- 4. Will this purchase obligate the University to this vendor for future purchases (e.g., annual support/maintenance and/or future upgrade requirements)? If yes, provide details.** *(If yes, provide information regarding the duration of any potential commitments as well as the estimated costs for such commitment.)*

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## DEPARTMENT APPROVAL

The department certifies that the information submitted is accurate and complete. This document may be used for auditing purposes and to defend the purchase against any type of protest.

Name:

Title:

Date:

Phone #:

Email:

**Note:** The final determination of sole source validity will be made by Procurement & Supplier Diversity Services.