

REQUEST FOR SOLE SOURCE PURCHASE

A "sole source" procurement is a transaction without a competitive process, based on a **justification that only one know source/supplier exists** or other unique reason vendor can fulfil the requirements.

TO: B-CU PROCUREMENT DEPARTMENT	FROM: _____ (DEPT) _____ Requisition #: _____
SUBJECT: Sole Source Request for the purchase of: _____	
Requested Vendor: Address: _____ City, State, Zip: _____ Contact: _____ Ph#: _____ Email: _____ Website URL: _____ Estimated Total: \$ _____ Is this a "NEW" Vendor with B-CU? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Statement of Need: My recommendation for sole source is based upon an objective review of the product/service being required and appears to be in the best interest of the university. I know of no conflict of interest on my part or involved in any way with this request. No gratuities, favors, or compromising actions have been taken place. Neither my personal familiarity with particular brands, type of equipment, materials, or vendors has been a deciding influence on my request to sole source this particular item when there are other known suppliers to exist.	
<p style="text-align: center;">Sole Source Justification: Mark those that apply</p> <p><input type="checkbox"/> 1. OEM: Sole source request is from the original manufacturer or provider. There are no regional distributors (Attach manufacturer letterhead written certification confirming that no others exist). Item #4 must also be checked.</p> <p><input type="checkbox"/> 2. Area Distributor: Sole source request is for the only area distributor for the manufacturer or product (Attach manufacturer letterhead written certification confirming designated vendor). Item #4 must also be checked.</p> <p><input type="checkbox"/> 3. Standardized equipment or Not Interchangeable: The part/equipment cannot be interchanged with similar parts of another manufacturer or product. Explain in comments below.</p> <p><input type="checkbox"/> 4. Specialized department needs: This is the only known item or service that will meet the specialized needs of this department or perform the intended function. Explain in the comments below.</p> <p><input type="checkbox"/> 5. None of the above applies. A detailed explanation and justification for this sole source request in comments below.</p> <p><input type="checkbox"/> 6. Preferred Vendor: A uniquely established vendor that is strategically beneficial to B-CU goals. Reason: _____ <i>(Explain in comments below or attach descriptive justification for review & approval by VP of Fiscal Affairs/CFO)</i></p>	
COMMENTS: <i>Attach separate sheet if necessary</i>	
REQUESTED BY:	
_____	_____
PRINT NAME	SIGNATURE

DATE	
AUTHORIZED BY: <i>Request requiring Procurement Manager or VP of Fiscal Affairs/CFO approval</i>	
_____	_____
SIGNATURE	DATE
_____	_____
SIGNATURE	DATE