

This form must be used as justification for a purchase from a sole and single source without open competition when the purchase is \$5,001 or above. Sole and single source are not to be utilized to circumvent procurement policies and procedures. They are to be used only as an exception when all attempts to pursue competitive procurement practices have failed. Pricing cannot be the only justification for a sole and single source purchase.

FORM MUST BE SUBMITTED TO THE APPROPRIATE BUYER IN PROCUREMENT SERVICES PRIOR TO THE CREATION OF A PURCHASE REQUISITION. Procurement Services reserves the right to competitively bid, negotiate or solicit additional information and remains the final authority on all procurement purchases. Acceptance of this request will be at the discretion of Procurement Services.

Date: _____

Department Name: _____

Vendor Selected: _____

Description of item(s) and/or service(s):

Please select one:

 Sole Source

A sole source is defined as the only available and capable vendor that can provide the item(s) and/or service required.

 Single Source

A single source is defined as choosing one vendor over others for legitimate reasons when a minimum of 3 vendors can provide the same item(s) and/or service(s).

JUSTIFICATION *(Select all that apply):* **Only known vendor.** List the vendors that were contacted below and the specific reasons why each was not a feasible source. **Vendor proprietary item.** The selected vendor is the only manufacturer of this item. List the reasons why no substitute item can be used. **Grant or contract required.** Provide a copy of the contract or grant page which requires this source. For example, a customer letter, memo or email specifically directing this vendor. **Other.** Please explain. **Emergency:** Repair parts (provide cost back-up) Repair service (provide cost back-up) Delivery schedule requirements (list delivery schedule requirements below) Other

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Provide written explanation, technical reasoning and/or evidence of the emergency selected above. Use additional sheets if necessary.

I CERTIFY THE STATEMENTS AND INFORMATION PROVIDED ABOVE ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THE PROCESSING OF THIS SOLE AND SINGLE SOURCE REQUEST RULES OUT COMPETITIVE BIDDING. I HAVE READ THE 5.3 CONFLICT OF INTEREST POLICY FROM HUMAN RESOURCES AND ATTEST THERE IS NO CONFLICT OF INTEREST.

Department Head (or Designee)/ PI Signature (If applicable)

Print Name: _____

Date: _____

Procurement Services Signature _____

Print Name: _____

Date: _____

Review and Comments: