

This form must be used as justification for a purchase from 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 justification for a sole and single source purchase.

THIS COMPLETED FORM MUST BE SUBMITTED WITH THE CREATION OF A PURCHASE REQUISITION IN WORKDAY.

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: _____

Supplier Selected: _____

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

Please Select One:

- Sole Source >>** A sole source is defined as the only available and capable supplier that can provide the good(s) and/or service required.
- Single Source >>**A single source is defined as choosing one supplier over others for legitimate reasons when a minimum of 2 suppliers can provide the same good(s) and/or service(s).

JUSTIFICATION (Select all that apply):

- Only known supplier.** List the suppliers that were contacted below and the specific reasons why each is not a feasible source.

- Supplier proprietary item.** The selected supplier is the only manufacturer of this item. List the reasons why no substitute item can be used.

- Grant or contract required.** Attach a copy of the contract or grant page which requires this source. For example, a customer letter, memo or email specifically directing this supplier.

- Other.** Please explain.

- Emergency:** Unusual or compelling urgency for which delay will result in serious hardship or negative impact to University operations.

- Repair parts (attach cost back-up) Repair service (attach cost back-up)
- Delivery schedule requirements (list delivery schedule requirements below) Other

Provide written explanation, technical reasoning and/or evidence of the emergency selected above. Use additional sheets if necessary. Administrative delay or lack of adequate advanced planning resulting in urgency does not justify a sole or single source purchase.

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 / PI Signature (If applicable): _____

Print Name: _____ Date: _____

Procurement Services Signature: _____

Print Name: _____ Date: _____