



SOLE AND SINGLE SOURCE REQUEST

This form must be used as justification for a purchase from a sole or single source without open competition when the purchase is \$5,001 or above. This form may not be utilized to circumvent procurement policies and procedures and will be used only as an exception when all attempts to pursue competitive procurement practices have failed. Pricing can never 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. Strategic Sourcing & Contracts reserves the right to competitively bid, negotiate or solicit additional information and remains the final authority on all purchases. Acceptance of this request will be at the discretion of Strategic Sourcing & Contracts.

Department Name:

Supplier Selected:

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

Sole Source- defined as the only available and capable supplier that can provide the good(s) and/or service required.

Sole Source Justification: (select all that apply and comment below)

Only Known Supplier. Identify the required specification of the good/service being provided that only this supplier can meet.

Supplier Proprietary Item. The selected supplier is the only manufacturer of this item or holds exclusive distribution rights. (attach supplier documentation)

Grant or Contract related. Attach a copy of the contract or grant page which requires this source. Alternately, a letter, memo, or email specifically directing this supplier.

Other. Please explain.

Single Source- 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).

Single Source Justification: (select all that apply and comment below)

Only Qualified Supplier. List the suppliers that were contacted below with the specific reasons why each is not feasible.

Critical Deadline. Identify the critical date for delivery of good or completion of service and list each supplier’s ability to meet this deadline.

Economic Necessity. Identify why selection of supplier is economically essential. (such as familiarity based on prior work provided)

Other. Please explain.

This form is not to be used for Emergency Purchases. Please use to the Emergency Purchase Form.

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/P.I. Signature: _____



Print Name: _____

Date: _____