

## SOLE SOURCE REQUEST

Sole Source Procurement is appropriate only if a purchase requirement is reasonably available from a single supplier, or if it otherwise qualifies under the attached sole source definition.

ALL SOLE SOURCE REQUESTS OVER \$5,000 MUST BE **PRE-APPROVED** BY THE PURCHASING DEPARTMENT.

It is anticipated the procurement will result in a (check one):

**Contract:** Email this form to the Purchasing Office prior to contract negotiations; no requisition is required. Requested contract term (include requested renewal options, if any): \_\_\_\_\_

**Purchase Order:** Complete Purchasing Requisition and send this complete, signed Sole Source form to the Purchasing Office with a copy of the quotation from the vendor. **Requisition Number:** \_\_\_\_\_

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Department Requesting Approval: \_\_\_\_\_

Division/ Office, if applicable: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Email: \_\_\_\_\_

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Product(s) or Service to be purchased: \_\_\_\_\_

Approximate Cost: \_\_\_\_\_

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Recommended Supplier: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**(Cont. On Next Page)**





3. What procurement method was used to purchase the existing equipment? Please provide the requisition number, bid number or purchase order number.

Section C. TRIAL OR TESTING (3 Parts)

Please read U.C.A. 63G-6a-802.3 regarding purchasing products for trial or testing prior to completing this section.

1. Why is the trial use or testing necessary?
  
  
  
  
  
  
  
  
  
  
2. What is the anticipated end result of the trial or test?
  
  
  
  
  
  
  
  
  
  
3. Do any other suppliers provide a similar product or service?                    **Yes**    **No**
  - a. If yes, list the company names:
  
  
  
  
  
  
  
  
  
  
  - b. Will their products be tested? If not, why will they not be tested?



<b>Department</b> (First)	<b>Vice President</b> (Second)	<b>Purchasing Office</b> (Last)
Signature _____	Signature _____	Signature _____
Print Name _____	Print Name _____	Print Name _____
Date _____	Date _____	Date _____

**Conditions for Use of Sole Source Procurement**

Sole source procurement shall be used only if a requirement is reasonably available from a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offer for that item.

Examples of circumstances which could necessitate sole source procurement are:

- (1) Where the compatibility of equipment, accessories, replacement parts, or service is the paramount consideration
- (2) Where a sole supplier's item is needed for trial use or testing
- (3) Procurement of items for resale
- (4) Procurement of public utility services

The determination as to whether a procurement shall be made as a sole source shall be made by the Chief Procurement Officer of the University. Each entirely completed request shall be submitted in writing by the requesting Department. In cases of reasonable doubt, competition will be solicited.