

Sole Source

- A procurement that does not provide full and open competition, but is affected because only one source is available. There are restrictions on the use of this means of procurement and documentation must show justification for using single source acquisition. Applies to anything \$15,000 or more.

When filling out the Sole Source Form, please only select one of the reasons below.

Justification

Reasons for Requesting a Sole Source Purchase

Using the checkboxes below, please indicate the reasons why a Sole Source purchase is required. For a more descriptive explanation use your cursor to click on the reason.

Only known product or equipment which meets the need.	<input type="checkbox"/>
Services require this supplier's special expertise.	<input type="checkbox"/>
Components must be the same brand/manufacturer as what's in current equipment.	<input type="checkbox"/>
Service or equipment is needed for research continuity or University compliance	<input type="checkbox"/>
Equipment required must be compatible with current equipment to realize efficiencies	<input type="checkbox"/>
This particular equipment is specifically required as part of a grant.	<input type="checkbox"/>
Item selected is from a state commodity contract.	<input type="checkbox"/>
There is substantial technical risk in using another supplier.	<input type="checkbox"/>
This purchase will obligate the University to this supplier for future purchases.	<input type="checkbox"/>
Other (Provide detailed explanation below).	<input type="checkbox"/>

Additional Detail/Explanation

999 characters remaining [expand](#) [clear](#)

Total 0.00
[See configuration for this form](#)