

SOLE SOURCE JUSTIFICATION FORM

COMMODITY, TECHNICAL/GENERAL SERVICE, EQUIPMENT

Sole Source purchases for commodities, technical and general services, and/or equipment must be justified in writing. The justification must clearly demonstrate that to contract otherwise would not be possible or could be injurious to the mission of UACCB. A contract for a required or designated commodity, service or equipment may be awarded to a sole supplier when it can be demonstrated that the supplier is the only one that can meet the terms, criteria, and conditions of the contract. Requirements of performance compatibility with existing commodities, services and/or equipment may also be taken into consideration.

Requisitions (in excess of \$20,000) for items that are to be procured from a specific vendor, where substitutes to the vendor or brand are unacceptable, must be accompanied by a written justification explaining in detail the circumstances that make substitutes unsuitable and/or bidding not possible nor practicable. The Department Chair, Director, Business Administrator, or Principal Investigator must sign the justification. The Vice Chancellor for Finance & Administration or designee is the final authority of whether the justification is appropriate. Factual statements that will pass an internal-, federal-, and/or legislative-audit must support justification.

The justification must fully address:

1. Why the commodity/service/equipment is needed?
2. Describe the methods used to determine that a lack of responsible/responsive competition exists for the commodity/service/equipment:
3. How it was determined the provider possesses exclusive capabilities?
4. Why the commodity/service/equipment needed unique? Note: Requirements of performance compatibility with existing commodities, services and/or equipment may also be taken into consideration.
5. Describe whether or not there are patent or proprietary rights, which make the required commodity/service/equipment unavailable from other sources:

6. What would your Department do if the commodity/service/equipment were no longer available or could not be acquired?

7. If applicable, fully detail any program considerations, which make the use of sole source criteria critical to the successful completion of the UACCB task.

I certify that the above statements are true and correct, and that no other material fact or consideration offered has influenced this recommendation for a sole source or proprietary procurement.

Submitted by: _____ Title _____

Authorized Signature: _____

Department: _____ Date: _____

Agency Procurement Official: _____

Vice Chancellor for Finance & Administration: _____

To be completed by Department:

Vendor: _____

Total Cost: _____

Requisition #: _____

Revision Date: 8/1/17