**SOLE SOURCE PROCUREMENT JUSTICATION REQUEST**

An explanation as to why no other vendor is suitable or acceptable to meet the need is required for any purchase request that restricts the buying from one potential vendor. The determination must contain sufficient factual grounds and reasoning to provide an informed, objective explanation for the decision. The determination will be made based upon the Allen University’s Procurement Policies and Procedures.

Sole source procurement is not permitted unless there is only a single supplier. The following are examples of circumstances which could necessitate sole source procurement:

* Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;
* Where a sole supplier’s item is needed for trial use or testing;
* Where the item is truly one of a kind (not manufactured or available through any other entity.)

This determination is made by the Procurement Officer, ratified by the Chief Financial Officer and must be authorized prior to contract execution. Please allow the Office of Procurement sufficient time for review and research in this determination.

**INSTRUCTIONS:** Please answer the questions below to assist the Procurement Office with determining whether a purchase will qualify as a sole source procurement. Additional information and documentation may be requested by the Procurement office during the evaluation of the request. Attach this form and any other supporting documentation to your requisition.

1. Provide a brief description of the good(s) or service (s) the department wishes to procure as a sole source procurement.

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1. Total Purchase Price:

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1. Name of Requested Sole Source Supplier:

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1. Provide a detailed justification as to why no other supplier is suitable. Indicate research done to prove that no competing or similar products or services are compatible. List and exclusive qualities/specifications that make your requested product or service exclusive.

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1. Attach documents used to support this request and list any pertinent website addresses:

Name of Requestor: Department: Date

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