



SOLE SOURCE JUSTIFICATION

VENDOR INFORMATION	
Vendor Name:	Vendor #:
Department:	
Requested by:	Date:

A sole source purchase is a purchase made from only one source of supply or a purchase for which no advantage can be gained through competitive bidding. Sole source purchases often arise because specifications and requirements for the purchase are so distinct that only one possible source can provide the purchase or meet established standards. This may be the case with replacement parts for brand name machinery, equipment or vehicles.

JUSTIFICATION FOR SOLE SOURCE REQUEST

PLEASE CHECK THE CATEGORY APPROPRIATE TO THIS PURCHASE
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<input type="checkbox"/>	One of a Kind: The commodity or service has no competitive product or component or replacement part has no substitute AND is only available from one vendor.
<input type="checkbox"/>	Compatibility: Compatibility is the overriding consideration AND the item or service can only be obtained from one vendor
<input type="checkbox"/>	Delivery Date: The ability of only ONE vendor to meet a necessary delivery date.
<input type="checkbox"/>	Follow Up Service: Only ONE vendor is able to make on-call repairs at a particular location.

To be valid, the sole source must be the only reasonably known source of supply meeting the bona fide specification requirements. A sole source decision is not permitted merely upon the grounds that such approach is the most convenient or that the subject product is preferred by staff.

Department Director Approval _____

Date _____