# SOLE SOURCE/SINGLE SOURCE JUSTIFICATION

Sole Source/Single Source Procurement is an acknowledged/approved exemption from competition per State Board of Education Administrative Rule 6A-14.0734(2) (e), but must be thoroughly documented and approved. The approved justification must be attached to the College’s submitted purchase request.

Date Submitted: Click or tap to enter a date.

Department Name 

Requestor:  Requestor Extension: 

Item Description: 

Price: 

Suggested Vendor: 

Suggested Vendor Address: 

Suggested Vendor Contact Phone /Email: 

This is a: [ ]  One Time Purchase [ ]  Reoccurrence [ ]  Expect repeated future buys

To be used in: [ ]  Classroom/Lab [ ]  Facilities Maintenance/Repair [ ]  Other:

Is this the only item compatible with existing equipment? [ ]  Yes [ ]  No

Is this the sole provider of warranty service? [ ]  Yes [ ]  No

Item needs to be inter-changeable with existing equipment? [ ]  Yes [ ]  No

Sole Source Justification: State why this is the only item which will fulfill your needs. Include critical importance of the unique features and the intended use of the product:



List competitors and resources contacted to find competition:

Vendor No. 1:

Contact Person, email, telephone: 

Vendor No. 2:

Contact Person, email, telephone: 

Vendor No. 3:

Contact Person, email, telephone: 

Verify that there are no other sources of supply that meet this need. Indicate the reason(s) competing products are not satisfactory and brands that were investigated:

 

How would your program/department be affected if the goods/services were to be procured elsewhere?

 

How would your program/department be affected if this supplier did not sell this product/service? What would you do to fulfill the requirement?

 

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| **Procurement Office Use Only**Attachments: [ ]  Yes [ ]  NoApproved [ ]  Not Approved [ ] Printed Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Click or tap to enter a date.BO-024 (revised Dec/19)  |