

SOLE SOURCE REQUEST FORM

Item Description _____ Requisition # _____

Vendor _____ Fund Acct. # _____

University policy requires that competitive bids be obtained by Procurement Services from at least three (3) qualified vendors, when available, for all orders totaling \$20,000 or more.

Any deviation from this policy requires written justification, and evidence, from the requisitioner to Procurement **prior to commitment of an order.** If you believe there is justification to request, in lieu of competitive bidding, a specific product brand name, a specific manufacturer, of a product or service, **you must print out this form, complete it, and send it to Procurement by email to procurement@astate.edu.**

Your evaluation of the product and/or supplier, and their relevance to your research or work, must be detailed in the explanation section.

REASON FOR SOLE SOURCE REQUEST

- ___ Only known product of its kind
- ___ Only known supplier of the product.
- ___ Performance compatibility with existing commodities and/or services.

___ **OTHER:** _____

CHECK ALL THAT APPLY (EXPLAIN REASONS BELOW):

- ___ Uniqueness of a product (explain your research/work requirements and the relevance of the product).
- ___ Critically important features (detail the features and your research of comparable items).
- ___ Continuity of existing research/work
- ___ Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor
- ___ Compatibility with existing equipment
- ___ Other – Explain below

List Evidence Provided for Justification (include items such as committee research, responses from the vendors solicited, etc.)

What other sources were checked?

In what way did the other sources not meet the performance requirement?

Is the product requested available from more than one dealer or distributor? Yes No

Description, Make & Model:

Signature _____ Date _____

In signing this form, I certify that I have read, and understand, the University Conflict of Interest Policy, and that I will not purchase from, or influence others to purchase from, any entity from which I may gain a financial, employment, consulting or other business relationship.

Department Head **Approval** Signature _____ Date _____