

Sole Source Justification Form



Requester: Please respond to all items.
Responses which require more space should be attached to this form.

Requisition#:

Requesting Department:

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1. DESCRIPTION OF PURCHASE:

The manufacturer, model number and/or generic description.

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2. PURPOSE:

Provide a brief description of the intended application(s) for the items which are to be purchased.

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3. JUSTIFICATION:

Describe all the proprietary performance functions unique to this product or service.
Explain why the particular product or service is the only solution.
Explain why the vendor is uniquely qualified to provide the products or services.

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4. EFFORTS TO IDENTIFY OTHER SOURCES:

Describe efforts to identify other vendors to furnish the item(s) and why the other vendors would not qualify to submit a competitive quotation.

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The undersigned states that he/she has prepared the above documentation and that the facts and data set forth are complete and accurate to the best of the undersigned's knowledge and belief.

Requester's Name:

Title:

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