



# Sole-Source Solicitation Request form

Date of Request: \_\_\_\_\_

## Instructions

**Sole Source Purchase:** A purchase of goods/services available from only one source.

For purchases with a value of \$25,000 or more, sole-sources are allowed ONLY when the state entity establishes justification why the needed goods or services should not be procured through open competition. Sound procurement practice requires that a sole-source purchase occur when it is the only option and not as an attempt to contract with a favored service provider or for a favored good. There are only 2 acceptable justifications for requesting a sole source purchase: (1) Exclusive or Unique Capabilities; and (2) Excessive Cost. You must provide at least one of these justifications in order to make a Sole-Source Purchase Request.

Complete the fields below and submit this form, along with all applicable documentation, to [bids@valdosta.edu](mailto:bids@valdosta.edu).

## Request Submitted By

Requester Name:

Requester Title:

Requester Email:

Requester Phone:

Requester's Dept:

## Source/Supplier Information

Source/Supplier Name:

Supplier Contact Name:

Supplier Contact Email:

Supplier Contact Phone:

## Request Information

Identify efforts made to locate other possible sources:

**Scope of Work - Provide a detailed description of commodities/services to be provided. Also, include the following details: exact or estimated quantity, per unit price, and the total estimated value of the open contract to include the estimated quantity X unit price (if the exact quantities are not known).**

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### Justification 1 - Exclusive or Unique Capabilities

Provide a detailed description of proposed source's unique capabilities and/or personnel to perform the work that no other source can provide. If approved, the supplier will need to provide a letter of Exclusive Capabilities.

Provide an explanation why only this particular good and/or service is required and why no other source's equivalent goods or services will satisfy the department's needs.

A Sole-Source Letter from Supplier confirming that it is the only source capable of supplying the good or service being purchased and the basis of that belief. Letter must be signed and on company letterhead.

Attached

### Justification 2 – Excessive Cost

Provide a detailed description why using any source/supplier will result in excessive cost to the university. (NOTE: Cost must be quantified and backed up by proper documentation)

| Approvals        | Signature | Date |
|------------------|-----------|------|
| Requester:       |           |      |
| Department Head: |           |      |
| Buyer:           |           |      |
| CUPO:            |           |      |