

JUSTIFICATION FOR BRAND NAME OR SOLE SOURCE PURCHASE

Purchase Requisition No. _____ Requesting Individual _____

Designated Product _____

Designated Vendor _____

This form will become a part of the permanent record for this purchase. You may use this form or write a letter that addresses each point.

A sole source justification represents a request from the end user for the Department of Purchasing to waive the bid process due to the fact that a particular item or service is available from only one supplier and possesses features that: 1.) are critical to the research/teaching/other application; 2.) are required by the experimental design, teaching curriculum, or other application or the proposed project cannot proceed as planned; 3.) no other item possesses.

1. Explain the need (why is this product/service necessary) and what specifications are required to meet the need.
2. Explain how and why ONLY the designated product/service meets the need. Cite the qualities/features that make this product or service unique in meeting the need.
3. Specifically name by manufacture and model/services investigated (if fewer than two, explain).
4. State specifically why and how they are deficient in meeting the need.
5. Do you have an actual or potential conflict of interest in this purchase request?
() Yes () No If yes please explain on an attached sheet.

Signature Date _____

FOR PURCHASING AGENT'S USE

- () Purchase as Requested () Prepare Invitation for Bid () Covered by contract or price agreement
() Obtain quotations () Inadequate justification, return to originator for more information.

Signature Date _____