

SOLE SOURCE PROCUREMENT REQUEST FORM

Rev 04/18/2025

Sole source procurements of commodities and services are determined to only be available from a single source and cannot be competitively bid. Pursuant to law, sole source requests will not be processed without proper justification and compliance with the statutes, rules, and policy.

Instructions:

This form is used for orders of items or services exceeding \$20,000.00 and only available through one supplier. Complete all fields below, provide appropriate description/justification where applicable (i.e. who, what, when, where, why), along with additional confirmation statement from supplier concerning sole source stance, and attach to your requisition for approval.

SUPPLIER

Supplier Name	
Mailing Address	
City, State & Zip	

ITEM (S) REQUESTED

Product Description	
Quantity	
Unit Price	

JUSTIFICATION

Brand name preferences, aesthetic design specifications, or price are not sufficient justification for sole source procurements.

- | | | |
|--|-----|----|
| 1) Item or service is manufactured and/or sold by this supplier only: | Yes | No |
| 2) Item and/or service needed due to compatibility of existing circumstance: | Yes | No |
- If Yes, select the existing compatibility item below:

Accessories	Yes	No
Equipment	Yes	No
Replacement Parts	Yes	No
Technical/Networking Environment	Yes	No

3) This is purchase of repairs involving hidden damage:

Yes

No

If Yes, provide the following information:

Brand

Model

UA Tag or Vehicle Number

4) This is a sole source based on performance specifications:

Yes

No

What is the unique performance requirement?

Why is this feature necessary?

5) Why is this service or commodity needed?

6) What method(s) were used to determine that a lack of responsible competition exists for this service or commodity?

7) How was it determined that this service or commodity can only be provided by one source?

8) Can requirements be modified so that the services or commodity may be competitively bid? If not, why?

9) Are there patent, copyright or proprietary rights which make the required service or commodity unavailable from other sources.

10) What would the agency do if the service or commodity were no longer available?

11) Detail any program considerations, which make the use of a “Sole Source” critical to the agency.

For questions, please contact Procurement at purchasing@uada.edu