

# Sole /Single Source Justification

DATE:	DEPT/DIVISION:
REQUISITION #	VENDOR:
PO#	VENDOR PART NUMBER:
DESCRIPTION OF ITEM:	
<b>Single Source:</b> <input type="checkbox"/> A Single Source is one of the multiple sources that are capable of producing the desired item(s). It is the one source that is selected without competition for compelling and justifiable reasons.	
<b>Sole Source:</b> <input type="checkbox"/> A Sole Source is the <i>only</i> source available that is capable of producing the desired item(s) because of exclusive control of patent rights, copyrights, proprietary processes, etc. or similar circumstances.	

## JUSTIFICATION:

<input type="checkbox"/>	<b>Only known vendor/supplier.</b> ( <u>List of the vendors</u> which were contacted below and the specific reasons <u>why each was not a viable source</u> ).
<input type="checkbox"/>	<b>Vendor/Supplier proprietary item.</b> (The selected supplier is the only manufacturer of this item. List the reasons why no substitute item can be used and if no similar item is available).
<input type="checkbox"/>	<b>Government or Customer Directed.</b> ( <u>Provide a copy</u> of the contract page which directs this source or a customer letter, or memo or e-mail specifically directing this source).
<input type="checkbox"/>	<b>Addition to a critical system already procured from that vendor.</b> ( <u>List the reasons why</u> it would not be cost effective and/or schedule effective and/or technical risk mitigation prudent to procure with another vendor for this procurement).
<input type="checkbox"/>	<b>Economically Justified due to the following reasons:</b>

<input type="checkbox"/>	Delivery Schedule Requirements (list delivery schedule requirements below)
<input type="checkbox"/>	Standardization (Specify what is being standardized and how this will benefit?)

**RATIONALE:** (Provide written explanation, technical reasoning and/or evidence of the claim. See Directions. Use additional sheets if necessary)

I CERTIFY THAT STATEMENTS CHECKED, AND INFORMATION PROVIDED ABOVE, ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE PROCESSING OF THIS SOLE/SINGLE SOURCE JUSTIFICATION PRECLUDES THE USED OF FULL AND OPEN COMPETITION.

DIVISION MANAGER OR DEPARTMENT HEAD

DIRECTOR OF PURCHASING

SIGN: \_\_\_\_\_

SIGN: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_