



PROCUREMENT  
SERVICES

## SOLE SOURCE BY JUSTIFICATION REQUEST

DATE: \_\_\_\_\_ CLIENT AND DEPARTMENT: \_\_\_\_\_

VENDOR: \_\_\_\_\_ TOTAL COST: \$ \_\_\_\_\_

1. Why is this service or commodity needed?
2. What method(s) were used to determine that a lack of responsible competition exists for this service or commodity?
3. How was it determined that this service or commodity can only be provided by one source.
4. Can requirements be modified so that the services or commodity may be competitively bid? If not, why?
5. Are there patent, copyright or proprietary rights which make the required service or commodity unavailable from other sources?
6. What would the agency do if the service or commodity were no longer available?
7. Detail any program considerations, which make the use of a "Sole Source" critical to the agency.

Procurement Services Approval: \_\_\_\_\_

Associate Vice Chancellor for Finance Approval: \_\_\_\_\_

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