



Procurement Department

Justification for Single Source and/or Urgent Purchase

Purchase Request Number _____

To: Procurement Department, Business Services Building, Campus 4223

Note: If a purchase request is for a *single source*, all questions must be answered. If the request is urgent only and *not a single source*, only questions 1, 3c, 3d, and 4 need to be answered. Answers which require additional space shall be attached to this justification with reference to the specific paragraph.

1. **Describe the supplies or services required to meet the minimum need.**

2. **Is this purchase restricted to a single source? YES NO**
 If yes, identify the source by the name and address (include telephone and point of contact if known.)

Name & address _____ Telephone number _____

3. **Why are these items/services restricted to the proposed contractor?**

A. In general, what is there about the equipment/supplies/services which require that it be procured only from a single source. Why is the manufacturer or source cited in paragraph 2 uniquely qualified to provide the required items or services?

B. Describe any effort to identify other sources to furnish the required items or services. If no efforts were undertaken, state the reasons for not doing so. If other sources were contacted, state by whom and briefly, results.

C. Are the specifications for the item or equipment proprietary to the single source? If so, how was this determined?

D. When are the supplies/services actually required (give nearest approximate date.) What will be the impact if the supplies are not received or the services not furnished by the stated date, if any?

E. What costs will be incurred for the project if the required equipment or supplies is not provided or furnished on an urgent basis or delayed pending development of adequate specifications or work statements? (Delay in commencing or continuing research, estimated cost of delay, if possible, or impacts on other programs on which this project depends.)

F. Can generic specifications which set forth the minimum requirements for the needed equipment or the services be developed?

G. Is this requirement a result of an unsolicited proposal to furnish the supplies or provide the service by the intended contractor?

YES NO

4. What advance planning was undertaken to identify the need for the stated services or supplies?

If none, state why the absence of such planning has not resulted in the restriction of the purchase to the single source identified in paragraph 2 above.

5. What steps are being taken to insure that future acquisitions of these services or supplies are made competitively?

(If the requirement is a one-time purchase only with no future buys anticipated, the Preparer must so state.)

Certifications

The undersigned states that he/she has prepared the above documentation and that the facts and data set forth are complete and accurate to the best of the undersigned's knowledge and belief.

Name and title Department Telephone

Signature Date

The undersigned states that he/she reviewed the above justification and based on the facts and data set forth determines that the information is sufficient and adequate to justify procurement from a single source or on a non-competitive basis.

Name and title Department Telephone

Signature Date