



Oregon State University

Justification for Sole Source Procurement Request

University policy states that all procurements should be competed when feasible. For sole source purchases over \$5000, a formal justification is required. Please submit this form or a written justification along with your Departmental Requisition to Procurement and Construction Contracting.

DEPARTMENT:

VENDOR NAME:

REASON(S) FOR REQUESTING A SOLE SOURCE PURCHASE:

- _____ No substitution in manufacturer (brand name/or model) is acceptable. This may be bid out to vendors that carry this specific product.
- _____ This is the only known product or equipment in the market place which will meet this specific need and is available from only one vendor. (List supporting information in "Additional Detail/Explanation" below.)
- _____ Components required must be of the same brand/manufacturer as the installed equipment being repaired/modified. No other manufacturer's parts will meet the requirements. (List manufacturer/model #, age of equipment, original value, and current value in "Additional Detail/Explanation" below.)
- _____ Requested equipment is essential in maintaining research continuity or to remain in compliance with established University standards. (List supportive information in "Additional Detail/Explanation" below.)
- _____ Equipment required must be compatible with the existing equipment being utilized in order to achieve efficient utilization and maintenance. This alleviates the need for additional training or stocking extra repair parts and supplies. (List date and details of original purchase and the cost of additional training/parts if another brand is acquired in "Additional Detail/Explanation" below.)
- _____ This particular equipment is specifically required as a part of a grant. (Provide grant information in "Additional Detail/Explanation" below.)
- _____ Other (List reason in "Additional Detail/Explanation" below.)

ADDITIONAL DETAIL/EXPLANATION: _____

(Continue "Additional Detail/Explanation" on a separate page.)

The above information is correct to the best of my knowledge.

Requestor
Printed Name

Reviewed and Approved :
Printed Name

Signature

Date

Signature, OSU PaCC

Date

Please remember, all of the staff of the Procurement and Construction Contracting Department are available for assistance or to answer questions at any time. We are available by phone at 737-4261.