



OREGON STATE UNIVERSITY SOLE SOURCE REQUEST FORM

PROPOSED VENDOR INFORMATION:		DEPARTMENT INFORMATION:	
COMPANY:		DEPARTMENT:	
ADDRESS:		CONTACT NAME:	
CITY, STATE ZIP:		TELEPHONE:	
GOODS OR SERVICES:			
ANSWER THE FOLLOWING QUESTIONS:			
1. Are the goods or services available from different vendors, but the proposed vendor is preferred? If so, why is this vendor preferred?			
2. Was an evaluation conducted between different vendors to select the proposed vendor?			
3. Do the specifications for goods or services represent the required specifications or desirable specifications to meet the programs needs?			
4. What research was conducted to determine that the proposed vendor is a sole source? Include backup documentation such as internet searches, trade magazine articles, resumes or curriculum vitae, e-mail conversations or other evidence supporting the sole source.			
5. If your proposed vendor went out of business, how would the need for these goods or services be met in order to continue the program?			
Procurement and Contract Services Internal Use Only			
This sole source was advertised on the OUS website from: _____ to: _____ Pursuant to OAR 580-062-0020(8), Procurement and Contract Services has found that due to special needs or qualifications only a single seller is available to provide these goods.			
_____		_____	
PaCS Procurement Analyst		Date	