



## SOLE SOURCE REQUEST FORM

For sole source purchases over \$25,000

*Attach this form and other supporting documentation to a BennyBuy Purchase Request Form for Procurement review and approval.*

A sole source means that ONLY ONE SUPPLIER can provide the goods or services THAT MEET YOUR PREDETERMINED BUSINESS NEEDS. If MULTIPLE SUPPLIERS can provide similar goods or services THAT MEET YOUR PREDETERMINED BUSINESS NEEDS, then you need to complete the DOCUMENTATION OF COMPETITION FORM.

Provide thorough documentation and include attachments if necessary. PCMM makes the final determination if the supplier is a sole source.

### **Request Information:**

Request Name:

Phone:

Email:

### **Purchase Information:**

Supplier Name:

Supplier Product/Services Description (include manufacturer, part #s, if applicable):

Total Amount: \$

Is federal funding involved, or will federal funding be involved in the future?  YES  NO

If YES, what type of agreement exists between OSU and the federal awarding agency?

Grant  Cooperative Agreement  Contract

### **Sole Source Justification:**

1. List the specifications, skills or expertise not available from other suppliers:
  
  
  
  
  
  
  
  
  
  
2. How are these specifications, skills or expertise essential to the accomplishment of your work or meet an essential business need of the university:
  
  
  
  
  
  
  
  
  
  
3. Why is this supplier the only supplier able to provide the goods or services?
  
  
  
  
  
  
  
  
  
  
4. Did you conduct a search or evaluation of other suppliers for the goods or services?  YES  NO  
If YES, describe the research methods used and attach backup documentation (quotes, emails, internet searches or other) to support the sole source request:

If NO, please describe why:

5. Given the need for transparency and full and open competition at OSU, why is competing the goods or services not satisfactory:
6. Will you use this item with existing equipment?  YES  NO  N/A  
If YES, list the brand and model number of existing equipment and why the new product is the only one compatible:
7. Please provide any additional information that may help in establishing a sole source.

**Procurement and Contract Services Internal Use Only:** Pursuant to OSU Standard 03-010, section 5.2.1 subsection f.i., and acting as a designee of the Chief Procurement Officer, I approve this purchase as a sole source.

Date: \_\_\_\_\_