

**SOLE SOURCE OR PROPRIETARY PURCHASE APPROVAL REQUEST FORM**

APPROVED CONTRACT NUMBER: SS

*For Procurement Office Use*

**Request Information**

VENDOR: \_\_\_\_\_

PRODUCT/SERVICE: \_\_\_\_\_

TERM/DATES OF SERVICE: \_\_\_\_\_

COST: YEAR 1: \$ \_\_\_\_\_ YEAR 2: \$ \_\_\_\_\_ YEAR 3: \$ \_\_\_\_\_

YEAR 4: \$ \_\_\_\_\_ YEAR 5: \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

CHECK ONE:

<input type="checkbox"/>	Is this a Sole Source procurement? <i>“Sole Source” is defined as a product or service which is practicably available from only one source. Please answer all five questions below and sign.</i>
<input type="checkbox"/>	Is this a proprietary procurement? <i>A proprietary specification restricts the acceptable product(s) or service to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved “equals.” Although all sole source specifications are proprietary, all proprietary specifications are not sole source. Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might be used to assist in expediting this procurement. Please answer all five questions below and sign.</i>

**Justification**

University policy is to maximize competition in the procurement process. Exceptions to competition (sole source/proprietary procurement) must be fully justified, documented, and pre-approved. The following is a list of questions which will substantiate a Sole Source or Proprietary Procurement. It will help expedite processing if sufficient detail is provided. Please attach to this form any additional sheets as necessary to fully answer all questions.

- Briefly describe what is the aim of the project in which this product or service will be used.
- Why is only this product or service able to meet the University’s requirements? (Uniqueness? Compatibility? Integral components?) Please explain in detail.

3. Why is this vendor the only practicably available source from which to obtain the product or service?
  
4. What efforts have been made to obtain the very best price possible? Please explain why the price for the good or service is considered fair and reasonable.
  
5. Will this purchase obligate the University to this vendor for future purchases (e.g. annual support/maintenance and/or future upgrade requirements)? If yes, provide information regarding the duration of any potential commitments as well as the estimated costs for such commitment.

Submit any license or service agreement, if available, required by the vendor with this request form.

**Approval**

Sole Source awards, regardless of dollar amount, must be publicly posted on eVA, the Commonwealth's e-procurement system.

This Sole Source/Proprietary Procurement was publicly posted on the eVA VBO on \_\_\_\_\_.

**Department Representative**

**Director of Procurement Services or Designee**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

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

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