

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: _____