

## SINGLE/SOLE SOURCE JUSTIFICATION

### Purpose

This form must accompany purchase requisitions for the sole source procurement of equipment, construction, supplies or services when the purchase will exceed \$5000. (However, this justification is not needed when buying from University contracts.) The purpose of this sole source justification is to show that a competitive procurement is impractical because only one product or service can meet the specific need. It is not to be utilized to circumvent normal purchasing procedure, nor for a price-based justification. Acceptance of this request will be at the discretion of the Department of Procurement and Supply.

NOTE: Procurement of single/sole source items/services exceeding \$100,000 typically takes a minimum of 2-3 months to process, starting from the time a complete package including an approved purchase requisition and single/sole source justification documentation is received by Procurement. Please keep this in mind when planning timeframes for significant purchases.

### Statement

I am aware that State of Maryland and Federal procurement regulations require procurements to be done competitively whenever practicable. I am requesting a sole source procurement based on the following criteria. The following statements are complete and accurate, based on my professional judgement and investigations. I also certify that no personal advantage, gain or privilege has (or will) accrue to my immediate family or myself through the purchase from this vendor, nor is a family member employed by or an officer of this vendor.

Customer's printed name: \_\_\_\_\_

Customer's signature: \_\_\_\_\_

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

Reference Req#: \_\_\_\_\_ Account #: \_\_\_\_\_

Vendor: \_\_\_\_\_

Briefly describe the product / service requested, its function and what it will be used for:

Please select the category (or categories) that best describe your single/sole source requirement. Answer all of the questions pertaining to that category, attaching additional pages as needed. Complete only those categories that are applicable.

***AT A MINIMUM, SECTIONS “A”, “B”, AND “C” MUST BE COMPLETED TO DEFEND A SOLE/SINGLE SOURCE REQUIREMENT.***

A . Compatibility with existing equipment, research protocol, methodology, or training:

***Note: Compatibility alone does not justify a sole/Single-source procurement. We also must to document “how-we-know” no other entity is able to provide compatible equipment/services. Sections “B” and “C” must also be completed to define “how we know”.***

1. With what other material must this requirement be compatible?
2. What is the approximate dollar value of the existing material?
3. What are the unique properties that make this the only product compatible with existing material or research?
4. Provide any other supporting information, if applicable.

B. Only known manufacturer of this product:

***This is where we define “how we know” that no other contractor can provide the product/service required. This must be completed in conjunction with sections “A” and “C”.***

1. What investigation has been done to support this claim (i.e., trade shows, Internet searches, professional journals, discussion with colleagues, etc.)? Please list sources.
2. What other manufacturers did you solicit information from? Please list their names and summarize your findings.
3. Does this contractor /manufacturer sell directly to the University of Maryland or through distributors? (Note - If the manufacturer has more than one distributor, Procurement and Supply will seek competition only from those distributors. )

C. Only product that will meet the requirements of the intended use although other like items exist: ***This is where we demonstrate the findings of Section “B” above, demonstrating why the other contractors offering will meet the need of the University.***

1. What are the results of the evaluation of other Contractors/ manufacturers/ providers? Please identify the deficiencies that lead to their disqualification and

Attach any/all vendor quotations to this form.

2. If this Contractor/product/service is superior to all others, state the reasons why. (Give specific characteristics, capabilities and properties.)
3. State why the specific superior characteristics, capabilities and properties identified above are necessary for your particular requirement.
4. Provide other supporting research to document the need for only this specific contractor/manufacturer, if applicable.

D. Regional Support or Service of Needed Equipment:

1. Is this the only known vendor to support and/or service this type of product in this region?
2. If yes, give support of your need for immediate service as the primary requirement for vendor selection when buying new equipment. (Note - This alone will not qualify as sole source if there are other manufacturers that sell and service similar products within this region. Additional support would be required above.)

E. Service Providers:

1. Is this the only known vendor that provides maintenance or repair services for existing equipment?
2. If another type of service is needed, explain why no other vendor is acceptable.

F. What are the consequences of not securing this specific item or service from the requested source?

G. Provide any additional information not furnished above that supports your specific requirements necessitating single/sole source purchase:

***Here among other reasons supporting the single/source contractor request, we would note if the particular product/service, etc, is specifically named in the Research Proposal and ensuing Grant or Contract. In the event it is so named, the Requestor must provide a copy of (1) the first page of the Grant/Contract, (2) copies of the specific pages of the Grant/Contract and the Proposal specifically naming the exact contractor/equipment required. (This documentation should also define the service/ equipment as “key” to the success of the Grant/Contract).***