

Department of Procurement Services

Sole Source Request Form

Date: _		Vendor:	
Depart	ment:	Contact:	Phone #:
This for	rm must l	be completed by the requesting college or departm	ent, and must accompany all requests for sole source purchases.
			urce practicably available for the product(s) or service(s) required ege or department is requesting a sole source purchase:
А.	Depart	mental Responsibilities:	
	1.		uested product(s) or service(s) be required on a recurring annual
	2.	Is the requested product(s) or service(s) for an ap Software as a Service ("SaaS") Yes	plication software (desktop or local server based) and/or hosted No
		review?	leted the 'intake' data and systems security and risk assessment
	3.	Describe the product(s) or service(s) being reque	sted as "sole source", and how same will be used
	4.	Specify the users and/or target group for the req	uested product(s) or service(s), and how same will provide
	5.	product(s) or service(s), and why those vendors v	ted vendors that were also considered to provide the requested vere not selected. For each vendor identified, please provide (i) evaluation methodology used for comparison to requested sole

- 6. Explain why the requested product(s) or service(s) is/are the only product(s) or service(s) that can and will meet all of the necessary requirements of the college, department or university.
- 7. Explain why this vendor is the only 'practicably' available source from which to obtain the requested product(s) or service(s).
- 8. The college or department must attach with this sole source request the requested vendor's written proposal.
  Additionally, please indicate the total cost for the requested product(s) or service(s), i.e., if a multi-year contract request, please indicate total cost over the entire term of the agreement. \$\_\_\_\_\_\_
- 9. Please proved a list of peer colleges and/or universities that are currently using the requested product(s) or service(s) that were also provided by the requested vendor.
- 10. Forward to Procurement Services for contract review, negotiations and contract award.

## B. Procurement Services Responsibilities:

- 1. Negotiate cost and/or contract scope, deliverables, or associated terms and conditions.
- 2. Determine price reasonableness.
- 3. Issue executed contract and/or approve purchase order.

Requirements 1 through 8 must be completed accordingly prior to forwarding to Procurement Services. Pursuant to the expressed delegated authority provided under University Policy #1500, it is the responsibility of Procurement Services to review, approve, negotiate, and execute on behalf and in the best interest of Old Dominion University, all procurement related contracts. However, when appropriate and as necessary, Procurement Services may include the college or department in the final contract review and negotiation processes.

Recommendation:		Approved / Disapproved:	
Department Head	Date	Harry Smithson, Jr.,	Date
		Assistant Director	
		Procurement Services	
Approved / Disapproved:			
Etta Henry,*	Date	Procurement Services will obtain required approval	Date
Acting Director		for transactions exceeding \$500,000	
Procurement Services		2	

\*Etta Henry's approval required for transaction(s) which exceed \$100,000