

***Sole Source Request Form***

**Date:** \_\_\_\_\_ **Vendor:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

This form must be completed by the requesting college or department, and must accompany all requests for sole source purchases.

A sole source procurement is authorized when there is only one source practicably available for the product(s) or service(s) required. The following data and information must be submitted when a college or department is requesting a sole source purchase:

**A. Departmental Responsibilities:**

1. Is this a one-time "spot" purchase, or will the requested product(s) or service(s) be required on a recurring annual basis? \_\_\_\_\_  
\_\_\_\_\_

2. Is the requested product(s) or service(s) for an application software (desktop or local server based) and/or hosted Software as a Service ("SaaS")                      Yes                      No

If yes, has Information Technology Services completed the 'intake' data and systems security and risk assessment review? \_\_\_\_\_  
\_\_\_\_\_

3. Describe the product(s) or service(s) being requested as "sole source", and how same will be used. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Specify the users and/or target group for the requested product(s) or service(s), and how same will provide benefit(s) to the University. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Identify other product(s) or service(s) and associated vendors that were also considered to provide the requested product(s) or service(s), and why those vendors were not selected. For each vendor identified, please provide (i) point of contact information, (ii) time frame and evaluation methodology used for comparison to requested sole source vendor, and (iii) associated costs. \_\_\_\_\_  
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