

## **SOLE SOURCE or PROPRIETARY PURCHASE JUSTIFICATION**

**Sole Source Purchase** – A product exceeds \$15,000 and its purchase is available from **one** manufacturer or service provider.

**Proprietary Purchase** – A product or service exceeds \$15,000 and its purchase is available from multiple providers; however, a particular vendor must be used to satisfy requirements.

### **A Sole Source or Proprietary Purchase must meet at least one of the following criteria:**

#### **One-of-a-kind**

The commodity or service has no competitive product alternatives available.

#### **Compatibility**

The commodity or service must match existing brand of equipment for compatibility.

#### **Replacement Part**

The commodity is a replacement part for a specific brand of existing equipment.

#### **Research Continuity**

The commodity or service is needed to maintain research continuity.

#### **Other**

There are extenuating circumstances regarding this purchase.

#### **University Standards**

The commodity or service must comply with established University standards.

#### **Unique Design**

The commodity or service must meet physical design or quality requirements.

#### **Delivery Date**

Only one supplier can meet necessary delivery requirements.

#### **Emergency**

URGENT NEED for the item or service does not permit soliciting competitive bids.

***Explain the unique factors that restrict this purchase to only this one product or service:***

***Explain the reason that this product's unique features are indispensable to your operation:***

***Will the item be an interface, addition, or repair to the existing equipment? List equipment description.***

***List other suppliers contacted and explain why their product or service was unacceptable:***

***Was the proposed price compared to those previously paid, those listed in currently listed catalogs, or those deemed reasonable by knowledge of the market or personal experience?***

***Provide any other information relevant to the proprietary nature of this product.***

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