TO: IT Procurement & Licensing Solutions

PREPARER: ___________________________ DEPARTMENT: ___________________________

REQUISITION NUMBER: __________ DATE REQ SUBMITTED: _________________

VENDOR NAME: ___________________________

Check One:

☐ Is this a sole source procurement? “Sole Source” is defined as a product or service that is
practicably available from only one source. Please answer the 4 questions below and sign.

☐ Is this a proprietary procurement? A proprietary specification restricts the acceptable
product(s) or service(s) to one manufacturer or vendor. A common example would be
specification by brand name which excludes consideration of approved “equals”. Although all
sole source specifications are proprietary, all proprietary specifications are not sole source.
Proprietary items may be available from several distributors. If available, please attach a list
of proprietary suppliers which might assist in expediting this procurement. Please answer
questions 1 and 2 below and sign.

University policy is to maximize competition in the procurement process. Exceptions to
competition (sole source/proprietary procurement) must be fully justified, documented, and pre-
approved. The following is a list of questions which will substantiate a Sole Source or Proprietary
Procurement. It will help expedite processing if you will provide thorough and sufficient detail to
clearly answer each of these questions. Please use additional sheets and attach all additional
information to this form if necessary.

1. Briefly, what is the aim of the project in which this product or service will be used.

2. Why is this the only product or service that can meet the university’s requirements?
   Please explain in detail the uniqueness, compatibility, and or integral component(s)
   provided by this product/service.

3. Why is this vendor the only practicable available source from which to obtain this product
   or service?
4. What efforts have been made to obtain the best price possible? Why do you feel this price is fair and reasonable?

Authorized Departmental Signature   Date

IT Procurement Buyer’s Signature   Date

Director of IT Procurement Signature   Date