

**MORGAN STATE UNIVERSITY
PROCUREMENT DEPARTMENT**

SOLE SOURCE JUSTIFICATION FORM

PURPOSE

The purpose of this Sole Source Justification form is to show that competitive bidding is impractical because only one product and or vendor can meet a specific need. Therefore, an equitable evaluation of comparable products must be made and documented by the requestor that shows that rejection of other products/vendors is based solely on their failure to meet that need. In cases where no other comparable source can be identified, a technical description of the product requested and a listing of those companies which were considered as alternate sources must be provided.

Sole source justification cannot be based on quality or price. Quality can be a subjective evaluation based on opinion. Public procurement law requires price considerations be evaluated via competitive bidding; therefore, justification must contain clear, in-depth, and accurate information in order to avoid protests and the possibility of delaying the procurement.

INSTRUCTIONS

- 1) Please type or print legibly.
- 2) Complete all categories and/or sections that apply and please explain the impact it would have on your research or department if the requested item/service was not obtained.
- 3) Provide full explanations, complete descriptions, and/or list all relevant reasons where space has been provided.
- 4) Sign and date the form at the end.
- 5) Improperly completed, unsigned forms, and/or forms lacking sufficient details may be not be approved and returned to the sender.
- 6) For additional information, you may contact the Purchasing Department at extension 3074.

To: **Procurement Department**

Date: _____

From: _____

Date: _____

Subject: **Sole Source Justification**

Requisition Number: _____

Proposed Vendor: _____

Product Description: _____

**MORGAN STATE UNIVERSITY
PROCUREMENT DEPARTMENT**

STATEMENT:

I am aware that the Morgan State University's Procurement Policies and Procedures mandate that the procurement of material, equipment, and supplies be via competitive bidding whenever practicable. However, I am requesting sole source procurement based on the following criteria. (Attach additional sheets as necessary):

- I. The requested product, part or accessory is an integral repair part or accessory compatible with existing equipment.

Please state the manufacturer and model number of existing equipment:

Requisition No. _____

- II. The requested product has special design/performance features which are essential to my research protocol or other needs. Only one product meets the requirements. Both A & B portions of this category must be answered.

A. These features are:

**MORGAN STATE UNIVERSITY
PROCUREMENT DEPARTMENT**

B. In addition to the product requested, I have contacted other suppliers and considered their product of similar capabilities. I find their product unacceptable for the following reasons (identify companies' contacted, model number and specific technical deficiency):

III. The requested product is essential in maintaining experimental or administrative continuity.

- Requested product is being used in continuing experiments;
- Other investigators have used this product in similar research; and for comparability of results, I require it.

Explain:

IV. The requested product is one with which is needed for trial use or testing.

Explain:

**MORGAN STATE UNIVERSITY
PROCUREMENT DEPARTMENT**

- V. The requested product or service can only be provided by a specific vendor:
- The product and/or service is being sponsored by the aforementioned vendor.
 - The product and/or service is proprietary in nature.

Explain:

- VI. Please consider sole source approval for this reason(s) e.g. trade-in allowance; availability of service, parts, and maintenance; product is a prototype; dues, subscription, (available only from publisher), public utility, etc.

Note: *Sole Sources greater than \$100,000.00 but less than \$500,000.00 requires the approval of the Vice President of Finance and Management.*

Requestor: _____

Print/ Type Name

Signature

Date

Approved: _____

Procurement Officer

Signature

Date

Approved: _____

Director of Procurement

Signature

Date

Approved: _____

Vice President for Finance and Management

Date