



## SOLE SOURCE JUSTIFICATION FORM

**DATE:** \_\_\_\_\_

**TO:** Purchasing Department MS3280  
Email: purchasing@semo.edu  
Phone: 573-651-2202

**FROM:** Department: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**RE:** Sole Source Procurement

### **DESCRIPTION OF REQUIRED ITEM**

Specify the exact product/service your department needs. (Include brand, model, part number, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Estimated Annual Cost: \$ \_\_\_\_\_ Index: \_\_\_\_\_  
*If the estimated annual cost exceeds \$50,000, please indicate the Index to be charged for Advertising cost.*

### **SUPPLIER INFORMATION**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Banner ID Number: \_\_\_\_\_

*Submit a W-9 to Purchasing@semo.edu for any new vendor.*

Is the recommended supplier the manufacturer of the item(s)?       Yes     No

Does the manufacturer sell the items(s) through distributors?       Yes     No

**JUSTIFICATION**

As defined by University Purchasing policies, a single feasible source procurement exists when one or more of the following justifications apply. Please select the item(s) that applies to this purchase.

- Supplies are proprietary and only available from the manufacturer or a single distributor.
  - The parts are required to maintain validity of a warranty;
  - Additions to a system must be compatible with original equipment;
  - Only one (1) type of computer software exists for a specific application;
  - Factory authorized maintenance must be utilized in order to maintain validity of a warranty;
  - The materials are copyrighted and are only available from the publisher or a single distributor;
  - The services of a particular provider are unique, e.g. entertainers, authors, etc.
  
- Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed.
  
- Supplies are available at a discount from a single distributor for a limited period of time.
  - The discounted price must be compared to a price established through a reasonable market analysis; and
  - The discounted price should normally be at least ten percent (10%) less than the current contract or other comparable price.

**SOLE SOURCE RATIONALE**

As required by University Purchasing policies, documentation must explain 1) how the procurement meets the legal definition of a single feasible source, 2) the functionality of the supply that makes it a single feasible source, and 3) why the functionality is the only one that will meet the needs of the University. Documentation from both the department and the supplier is required, each specifically addressing the requirements aforementioned.

DEPARTMENT Rationale may be provided on the lines below or by an attached memo.

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VENDOR Please attach the sole source justification memo from the vendor.

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**CHECKLIST FOR DEPARTMENT**

- |   |  |
|---|--|
| <input type="checkbox"/> Sole Source Justification Form Completed | <input type="checkbox"/> Index number provided for Advertising cost<br><i>(required for purchases exceeding \$50,000 annually)</i> |
| <input type="checkbox"/> Department Documentation/Memo            |  |
| <input type="checkbox"/> Vendor Memo                              | <input type="checkbox"/> All documentation sent to Purchasing<br>Department for review   |
| <input type="checkbox"/> W-9 <i>(required for new vendors)</i>    |  |

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**For Purchasing Department's Use Only**

**CHECKLIST FOR PURCHASING**

Purchase Requisition Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Documentation

- Department Documentation/Memo Received
- Vendor Memo Received

Suspended/Debarred Vendors

*If a company is listed as a Suspended/Debarred Vendor, we cannot proceed with this sole source procurement. If the vendor is not listed, print screens for the file.*

- Federal: [www.sam.gov](http://www.sam.gov) Date Checked: \_\_\_\_\_
- Missouri: <http://oa.mo.gov/purchasing-materials-management> Date Checked: \_\_\_\_\_

Advertising

*The University must advertise sole source procurements in at least two (2) daily newspapers when the estimated expenditure exceeds \$50,000 within a 12-month period.*

- Posted on Purchasing Website (\$10,000 or more) Date Posted: \_\_\_\_\_
- Newspaper Advertisements Required (exceeds \$50,000) Date Ads Published: \_\_\_\_\_

**Date Purchase Order can be Processed:** *Five (5) days after posted/published date*

\_\_\_\_\_

Inquiries

**Name and Contact Information of Requestor(s):**

- No Inquiries Received \_\_\_\_\_
- Inquiry(s) Received \_\_\_\_\_  
*Date Received:* \_\_\_\_\_