



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 is \$25,000 or more, 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; or
 - 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; and
 - 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, the file must be documented to 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.

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

CHECKLIST FOR DEPARTMENT

- | | |
|---|--|
| <input type="checkbox"/> Sole Source Justification Form Completed | <input type="checkbox"/> Index number provided for Advertising cost
<i>(required only for purchases \$25,000 or more)</i> |
| <input type="checkbox"/> Department Documentation/Memo | |
| <input type="checkbox"/> Vendor Memo | <input type="checkbox"/> All documentation sent to Purchasing
Department for review |
| <input type="checkbox"/> W-9 <i>(required for new vendors)</i> | |

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 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 is \$25,000 or more within a 12-month period.

- Posted on Purchasing Website (\$10,000 or more) Date Posted: _____
- Newspaper Advertisements Required (\$25,000 or more) 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: _____
