



# SoleSource Solicitation Request form

Date of Request: \_\_\_\_\_

## Instructions

Sole Source Purchase: A purchase of goods/services available from only one source.

For purchases with a value of \$25,000 or more, sole-sources are allowed ONLY when the state entity establishes justification why the needed goods or services should not be procured through open competition. 53 (h s)-8 (o68 TD [(B19uen)-12.3nd-8 (o68 Tp(hr)-6.4 (oc)-8 (ur)-6.4 ( m)-24.4[(ent)-1.1



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## Justification 1 - Exclusive or Unique Capabilities

Provide a detailed description of proposed source's unique capabilities and/or personnel to perform the work that no other source can provide. If approved, the supplier will need to provide a letter of Exclusive Capabilities.

Provide an explanation why only this particular good and/or service is required and why no other source's equivalent goods or services will satisfy the department's needs.

A SoleSource Letter from Supplier confirming that it is the only source capable of supplying the good or service being purchased and the basis of that belief. Letter must be signed and on company letterhead.

Attached

## Justification 2 - Excessive Cost

Provide a detailed description why using any source/supplier will result in excessive cost to the university. (NOTE: Cost must be quantified and backed up by proper documentation)

Approvals

Signature

Date