

Sole Source Purchase Justification Form

Please respond to all items. Responses which require additional space should be attached to the justification and reference specific paragraph. For more information regarding what constitutes a Sole Source, visit: <http://www.baylor.edu/procurement/index.php?id=67104>

JUSTIFICATION

Vendor Name: _____ Contact Name: _____

REQ #: _____ PO #: _____ Department: _____

1. DESCRIPTION OF PURCHASE: The manufacturer, model number and/or generic description identifying the specific items(s) required to meet the purpose described below

2. PURPOSE: Provide a brief description of the intended application(s) for the items which are to be purchased.

3a. JUSTIFICATION: Describe all the proprietary performance functions unique to this product or service.
Explain why the particular product or service is the only solution.
Explain why the vendor is uniquely qualified to provide the products or services.

3b. State reasons why other products competing in this market do not meet your needs and/or do not comply with your specifications or needs.

4. EFFORTS TO IDENTIFY OTHER SOURCES: Describe efforts to identify other vendors to furnish the item(s) and why the other vendors would not qualify to submit a competitive quotation. State any vendor contacts you have experienced prior to submitting your requisition, particularly when any vendor may be expecting an opportunity to bid on the purchase.

5. Will this purchase limit the ability of other vendors to compete on future purchases such as supplies, upgrades or replacements?

Yes No

If yes, provide explanation

CERTIFICATION

The undersigned states that he/she has prepared the above documentation and that the facts and data set forth are complete and accurate to the best of the undersigned's knowledge and belief.

Name and Title	Signature	Date	Email Address and Phone Extension

For Procurement Services Use

Approved By: