A sole source is a process where the Institutional President, or designee, has made a Written determination that due to special needs or qualifications, only a Single Seller is reasonably available to provide such personal or professional services or goods or services. Sole source procurements will be ***avoided*** except when no reasonably available alternative source exists. Sole sources ***must*** be advertised by procurement and contract services for 7 days prior to ordering. For sole source purchases over $25,000, a Sole Source Request Form is required. If approved, the department will receive a copy of this form providing the earliest date they can proceed, based on the required advertising period.

|  |  |
| --- | --- |
| **DEPARTMENT** |  |
| **REQUESTOR** |  |
| **DATE SUBMITTED** |  |
| **PROPOSED VENDOR** |  |
| **GOOD(S) OR SERVICE(S)** |  |
| **CONTRACT AMOUNT** |  |

**Please answer the following with as much detail as possible (attach additional materials as needed):**

|  |  |
| --- | --- |
| **What are the unique specifications of these good(s) or service(s) which make it imperative to your success?** |  |
| **Could you change your unique specifications, while getting the same performance or results, to make it available from multiple sources?** |  |
| **Explain how you determined that this is the only vendor.** |  |
| **If your proposed vendor went out of business how would it affect your success?** |  |
| **Other Comments:** |  |

Email form, attachments, and copy of departmental requisition to the Service Center at contracting@sou.edu.

|  |  |
| --- | --- |
| Initial Review Date: |  |

*Procurement and Contract Services has found that due to special needs or qualifications only a single seller is available to provide these goods.*

*V.P. for Finance and Administration Date*

*Institutional Approval to go forward with Sole Source Purchase*

***Business Services Internal Use Only***

*This sole source will be advertised on the Contracting website from: to:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_*

*Service Center - Purchasing Office (Acknowledgement of advertising) Date*