



PROCUREMENT

The UNIVERSITY of OKLAHOMA

Non-Competitive Purchase Sole Source Justification Form

This Sole Source Justification Form must be completed by the department or business unit before seeking to acquire goods or services through this non-competitive process. Submitting the form does not guarantee that the Justification will be approved. Please review the University's Non-Competitive Purchases Policy for more information. Before completing this form, you must:

- Check whether the good or service is available in the OU Marketplace or an existing University or a Statewide contract. If the good or service is available from one of those sources, it cannot be acquired via sole source.
- Research whether the good or service is available from other vendors or multiple brands.

Description of Goods or Services. Describe the goods or services to be acquired including the estimated value, quantity, *etc.*

Justification. The justification for the sole source purchase should set forth the bases for not making the purchase through a competitive process. Sole source justification may exist when the good or service is (i) only available from one source, (ii) unique, special, or involves specific professional or technical expertise; (iii) compatible with existing equipment or systems, (iv) an addition to limited or proprietary systems like increase in licenses, updates, specialized replacement parts, *etc.*, (v) limited or available within specific geographical boundaries or sales territories. You should also describe attempts to facilitate competition, locate other sources, and other actions you took before deciding that acquisition via sole source was necessary. In preparing the justification, consider the following:

- A requirement for a particular proprietary good or service is insufficient justification if there is more than one potential supplier for that good or service.
- The cost of a good or service alone is not sufficient justification.
- Absent harm to the University, a timing delay by itself is not sufficient justification.
- Personal or professional preference cannot serve as a justification.
- All justifications must be based on objective, verifiable criteria or information.

- A single response to a solicitation is not sufficient justification.

Note: Federally funded sole source purchases are limited to (i) Goods or Services available only from a single source (describe the steps taken to determine there are no other Suppliers, (ii) a public exigency or emergency for the requirement does not permit a delay resulting from Informal or Formal Solicitations, (iii) the Federal Awarding Agency or PTE expressly authorizes noncompetitive proposals in response to a written request from the University, or (iv) after solicitation of a number of sources, competition is determined inadequate.

Fair and Reasonable Costs. Please provide a basis for determining that the anticipated costs are fair and reasonable. For more information about determining fair and reasonable costs, see University's Procurement website policy page.

Documentation. Submitting documentation with your justification is highly encouraged. Documentation allows the Procurement Department to process your request more quickly. Examples include:

- The part of the grant requiring a specific brand of goods or supplier
- Market survey information, internet research, *etc.*
- Original equipment manufacturer technical specifications
- Existing contract requirements
- Copyright information

Certification. Because this form is a public record, and open to public inspection, you must certify that all facts and information are, to the best of your knowledge, true and accurate.

Approval. Procurement reviews the Form to determine whether the sole source request is sufficiently justified. If approved, the request will be processed. If denied, you (i) must acquire the good or service through a competitive process (*i.e.*, formal or informal competition) or (ii) resubmit the Form to provide further justification.



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SOLE SOURCE JUSTIFICATION

Business Unit/Department:

Campus (check all that apply): Norman HSC Tulsa Other

Address (Street, City, Zip):

Requestor Name:

Requestor Email:

Requestor Tele:

Requisition No.:

Description of Goods or Services.

Justification.

Fair and Reasonable Costs. The anticipated acquisition price of the above described good or service is fair and reasonable. I have taken the following actions to reach this conclusion.

I have read the Non-Competitive Purchases policy. I certify that (i) the above described good or service is not available in the OU Marketplace or an existing University or a Statewide contract, (ii) the above justification satisfies the criteria for sole source acquisitions, and (iii) the facts and information included above are, to the best of my knowledge, true and accurate.

Requestor Signature:

Approved:

**Approver
Signature:**