

Information Needed for Sole Source

Subject Expert Name and Title: _____

Requesting Department: _____

Recommended Sole Source provider:

Supplier Name: _____

Contact Name: _____

Address: _____

City, State, Zip _____

Telephone: _____

Is the recommended supplier the manufacturer? **Yes No**

Does the manufacturer sell the item(s) through distributors? **Yes No**

Description of Product/Service:

Describe the full scope of work contemplated including installation if required; items should include brand, model and part number if applicable

Schedule:

Identify the date you need items delivered OR number of week/months work is to be performed or items delivered

Estimated Cost:

A specific contractor is the only source of the required item because

The required item(s) are proprietary to the Contractor and is not distributed through resellers **Yes No**

Specific item is needed to be compatible or interchangeable with existing hardware or needed as a spare or replacement **Yes No**

A specific item is needed for the repair or modification of existing hardware/equipment or represents a specific item required for a technical evaluation or test. **Yes No**

This purchase is **emergent** and cannot be postponed during the period required for competitive purchase. **Yes No**

Briefly describe circumstances behind the purchase (250 characters or less)

It is not possible to obtain competition (i.e., only one source is capable of supplying the items or meeting the requirements). **Yes No**

In a brief explanation, provide supporting evidence for the conclusion; other sources considered should be identified and why they are not able to meet the requirements. (250 characters or less)

There is a **substantial technical risk** in contracting with any other contractor, thereby making that an unacceptable course of action (e.g., where only one contractor has been successful to date in implementing a difficult manufacturing process). **Yes No**

Please provide evidence of other contractors with relevant capabilities and outline their inability to overcome the technical risk (250 characters or less)

For support services effort, there is no reasonable expectation that a meaningful cost or other improvement could be made in the incumbent contractor's performance (e.g., the chances of another firm winning a competition are clearly remote). **Yes No**

Please provide a brief explanation. (250 characters or less)