



Snow College Purchasing Services

SOLE SOURCE REQUEST

Sole Source Procurement is appropriate only if a purchase requirement is reasonably available from a single supplier, or if it otherwise qualifies under the attached sole source definition.

Each request shall be submitted in writing (by filling out this form in it's entirety) by the requesting department.

It is anticipated the procurement will result in a (check one):

- Contract
Purchase Order

Department Requesting Approval:
Division or Office if applicable:
Contact Person and Title:
E-mail Address:
Phone Number:

Product or Service to be purchased:

Cost:

Recommended Supplier:
Contact Person:
E-mail Address:
Phone Number:
Address including Zip code:

Complete one of the following:

Federal Tax ID# (TIN):

Social Security #:

- Type of Supplier (check one): corporation, partnership, individual / proprietorship, medical provider, government, other

Sole source request is based on which of the following (check all that apply):

- Compatibility of equipment/service (please complete sections A and B)
Trial or Testing (please complete section C)
Equipment/service is only available from this single supplier in the U.S. (please complete section A)
Compatibility of professional services (please complete section A)



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Section A. GENERAL INFORMATION

- 1 What is unique about this product or service to justify a sole source purchase?
- 2 Could the product or service be reasonably modified to allow for competition? If not why?
- 3 Explain the market research YOU conducted that supports the sole source recommendation.
- 4 Attach a list of the companies and its representatives name for each supplier you contacted, and a summary of their response.
- 5 If the requestor has any personal, financial or fiduciary relationship with the recommended supplier, you must attach a completed disclosure statement to this form.

Section B. COMPATIBILITY OF EQUIPMENT/SERVICE

- 1 Describe the existing equipment that this purchase must be compatible with, including original purchase price and date.
- 2 What is the remaining life expectancy of the existing equipment?
- 3 What procurement method was used to purchase the existing equipment? Provide PO number, copy of original sole source form, or Bid#.

Section C. TRIAL OR TESTING

- 1 Why is the trial use or testing necessary?
- 2 What is the anticipated end result of the trial or test?
- 3 Does any other suppliers provide this type of product or service?
 - A If yes, list the company names:
 - B Will their products be tested?
- 4 What criteria was used to choose this supplier?
- 5 What is the scope/size and location of the test or trial?

Requested by:

Approved:

Department Signature

Date

Director Purchasing

Date

Title: _____

Vice President of Finance

Date



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Conditions for Use of Sole Source Procurement

Sole source procurement shall be used only if a requirement is reasonably available from a single supplier. A requirement for a particular item DOES NOT justify a sole source procurement if there is more than one potential bidder or offeror for that item.

Examples of circumstances which could necessitate a sole source procurement are:

- 1 where the compatibility of equipment, accessories, replacement parts, or a service is the paramount consideration;
- 2 where a sole supplier's item is needed for trial use or testing;
- 3 procurement of items for resale;
- 4 procurement of public utility services.

The determination as to whether a procurement shall be made as a sole source shall be made by Purchasing Services. **Each request shall be submitted in writing (by filling out this form in its entirety) by the requesting department.** In cases of reasonable doubt, competition will be solicited.