

Sole Source Justification Document



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SOLE SOURCE JUSTIFICATION DOCUMENT

Definition

A sole source vendor is identified as a vendor that can provide products/services due to their uniqueness that other vendors cannot. It is not to be used to avoid competition. Sole source means the one and only source for the product or service.

Please complete and submit this document when submitting requisitions for sole source purchases of goods/services. Document submittal does not guarantee sole source approval.

Vendor Name: _____

Address: _____

Phone Number: _____

Is this vendor the manufacturer of the product or service? Circle Yes or No

If no, is it available from more than one vendor? Circle Yes or No

Provide the manufacturer, model number, and identify the features or characteristics that are unique to the requested good(s) or service(s), also identify the special and/or unique qualifications of the individual/company and the reason such qualifications are relevant and necessary.

Briefly explain the need for the unique features or characteristics. (This explanation must address the critical importance of the unique features or characteristics as it applies to its intended use and/or purpose in your operation.)

Identify all other sources whose good(s)/service(s) have been reviewed and why they are not satisfactory. (Attach any quotes/proposals obtained from other vendors, if applicable)

Your signature below certifies that:

1. No employee/employer relationship exists.
2. You certify that the above statements are true and correct and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source or proprietary procurement.

Submitted by: _____

Print Name and Title

Department/Org

Authorized Signature

Date

PROCUREMENT USE ONLY

Signature Approval: _____ Date: _____

Administrative Services