



Department of Purchasing & Contracts
Sole Source Justification Questionnaire

To be completed by Requesting Program or Department - All questions are required.

Date:		Vendor Name:	
Requestor Name:		Vendor Street Address:	
Requestor Phone:		Vendor City, State ZIP:	
Program or Dept:		Vendor Phone:	
FOAP:		Vendor Website:	
Start Date:		Vendor Contact:	
End Date:		Vendor Email:	
\$ Amount Goods:	\$	\$ Amount Services:	\$

OSP Approval (Only required if using a 35XXX or 36XXX Fund):

Approver Signature: _____

Printed Name: _____ Date: _____

1) Has this item(s) previously been purchased?

2) A contract for materials or services may be awarded without competition if the Purchasing Agent determines in writing that one (1) or more of the following seven (7) conditions exist. In your view, which of the following best describes this sole source procurement? You may select more than one.

A. Only one (1) responsible source or one vendor exists that is qualified or eligible to provide the goods/services. **(Please provide justification and state how this criteria was determined.)**

B. The procurement is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity, or ownership of intellectual property rights, could satisfactorily provide the good or service. **(Please provide justification for this criteria.)**

C. Applicable law requires, provides for, or permits use of a sole source procurement. **(Please cite the authority.)**

D. The federal government or other provider of funds for the goods being purchased has imposed clear and specific restrictions on the use of the funds in a way that restricts the procurement to only one vendor. **(Please state the restriction.)**

E. A particular material, or service, is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration. **(Must state how.)**

F. A particular material or service is required to maintain interchangeability or compatibility as part of an existing integrated system. **(Please provide supporting information about the existing device or system.)**

G. The procurement has been approved by IM&T for purchase **(attach IM&T approval to this form)** and is for: a) an information technology device; b) a software upgrade for an existing system; c) an expansion of an existing system where compatibility is the overriding consideration; d) the procurement would prevent voidance or termination of a warranty; or e) the procurement would prevent default under an existing contract or other obligation. **(Please state which criteria/ion (a-e) and provide the justification.)**

4) Attach the vendor quote received. **(Required)**

5) Attach any cost analysis you may have done or justification as to why you feel the quote is fair. **(Optional)**

6) Please define the financial impact of Approval or Denial. **(Attach to this form).**

By submitting this Sole Source Justification Questionnaire, I the Requestor, certify that:

- The above justification is accurate and complete to the best of my knowledge and belief.
- I do not, nor does any member of my family, have any financial interest in the supplier under consideration.
- I am complying with the University of Northern Colorado policies and guidelines governing outside interests, conflict of interest found in the University of Northern Colorado Board Policy Manual.
- I understand a protest could significantly prolong the time of the procurement.
- I understand this Sole Source Justification will be a public document available for public inspection.

Requestor Signature: _____ Date: _____

Department/Program Budget Approval:

FOAP Approver Signature: _____

Printed Name: _____ Date: _____

Purchasing Department Agent Approval:

Approver Signature: _____

Printed Name: _____ Date: _____

Notes: _____

Date of Debarment Check: _____