**Single Source Justification Form**

**Single Source Justification Form – Part I**

**Section I – General Information**

Requesting Department:

Department/Bureau/Section:

Need Identified Date: Click or tap to enter a date.

Supply/Service Need by Date: Click or tap to enter a date.

Project Title:

Vendor:

Provide a description of the supplies or services required:

Value:      Value of Initial Term, this Change Order or Amendment:

**Section II – Proposed Term**

One-Time Purchase  Term Contract

**Section III – Funding Source**

Select the type of funding to be used (Check all that apply): State Appropriate Funds  Federal Funds  Other

**Section IV – Single Source Justification**

This purchase is economically only available from a single source **primarily** because it is:

Are there secondary justification(s) for this single source? Yes  No

**Section V – Purchase History**

Has the Agency or University purchased these supplies or services in the past? YesNo

**Section VI – Business Rationale**

1. Provide a detailed explanation of the need for supplies or service:

1. Provide a list and describe in detail the specifications required to satisfy the need:

1. Provide detail explaining the justification selected in Section IV to explain why the requested supplies or services are the only ones available that can satisfy the agency or university requirements:

1. What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific quantifiable factors/qualifications:
2. Has the agency or university considered alternative supplies or services to satisfy their need? Yes  No
3. Are there resellers or distributors? Yes  No  N/A
4. What efforts were made to get the best possible price (i.e. did the agency/university negotiate) and how did you determine the price for this purchase is considered fair and reasonable?

1. Will this purchase obligate the state to this vendor for future purchases such as maintenance, licensing, or continuing need? Yes  No
2. What will be the financial or other impact to the state if this single source is not approved and a competitive quote is required?

1. Is there any additional information you would like to add to justify this single source?

**Section VII – Requesting Department Signature Required**

I know and understand the contents of this Single Source Justification and attest that all statements are true and correct, and the fairness and reasonableness of the price was adequately confirmed.

Requesting Department Representative      Phone Number       Date Click or tap to enter a date. Printed Name      E-Mail Address