UNIVERSITY OF ARKANSAS

SOLE SOURCE PROCUREMENT REQUEST FORM

Sole source procurements of commodities and services are determined to only be available from a single source and cannot be competitively bid. Pursuant to law, sole source requests will not be processed without proper justification and compliance with the statutes, rules, and policy.

INSTRUCTIONS: This form is used for orders of items or services exceeding $20,000.00 and only available through one supplier. (1) Complete all fields below, provide appropriate description/justification where applicable (i.e.: who, what, when, where, why). Please be concise. (2) Attach this completed form with a statement from supplier (on their letterhead) confirming sole source status to your requisition for review and approval.

Supplier Name:

Mailing Address:

City, State, Zip:

Product Description:

Quantity:

Unit Price:

JUSTIFICATION

Note: Brand name preferences, aesthetic design specifications, or price are not sufficient justification for sole source procurements.

Item or service is manufactured and/or sold by this supplier only: YES   NO

Item and/or service needed due to compatibility of existing circumstance: YES   NO
If YES, select the existing compatibility item below:

    Accessories   Equipment   Replacement Parts   Technical/Networking   Environment

This is purchase of repairs involving hidden damage: YES   NO
If YES, provide the following information:

Brand Model   UA Tag or Vehicle Number

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This is a sole source based on performance specifications: YES   NO

If Yes, what is the unique performance requirement?

And, why is this feature necessary?

Why is this service or commodity needed?

How was it determined that this service or commodity can only be provided by one source?

Can requirements be modified so that the services or commodity may be competitively bid?   YES   NO
If NO, why?

Are there patent, copyright, or proprietary rights which make the required service or commodity unavailable
from other sources?   YES   NO
If YES, describe.

What would the agency do if the service or commodity were no longer available?

Detail any program considerations, which make the use of a "Sole Source" critical to the agency.

BUSINESS SERVICES ONLY_____Approved____YES____NO

APO Signature   APO Printed Name   APO Title