



SOLE SOURCE JUSTIFICATION FORM

A sole source procurement may be awarded when the State Procurement Director determines that “it is not practicable to use other than the required or designated commodity or service. Ark. Code Ann. §19-61-507(a).

Instructions: This form is used for orders of items or services exceeding \$20,000 and **is only available from one supplier.**
(1) Complete all fields below. (2) Attach this completed form with a statement from supplier (on their letterhead) confirming sole source status to your requisition for review and approval.

Procurement Unit Requesting the Sole Source Procurement

Requesting Department:

Requesting Division:

Purchasing Contact:

Phone Number:

Email:

General Information

Description of Service/Commodity:

Vendor Name: _____

Start Date of Resulting Contract:

Expiration Date of Resulting Contract:

Contract Number (If available):

Total Projected Cost: \$

JUSTIFICATION:

1. Why is this service or commodity needed?
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2. How did the department determine a lack of responsible competition exists for the commodity/service?
3. How did the department determine the commodity/service can only be provided by one source?
4. Can requirements be modified so that the services or commodities may be competitively bid? If not, why?



5. Are there patents, copyrights, or proprietary rights which make the required service or commodity unavailable from other sources?
6. What would the agency do if the service or commodity were no longer available?
7. Detail any program considerations, which make the use of a “Sole Source” critical to the University?
8. Provide additional details if needed.

Approved:

Procurement Official

Vice Chancellor for Finance and Administration

Date