

## Florida International University SOLE SOURCE REQUEST

Authority is requested to purchase commodities/services in an amount in excess of \$10,000 which would otherwise require a competitive process. Be sure to consider other purchasing exemptions which may be available before Sole Source as the requirements for a Sole Source purchase are high. Sole Source means that the commodities/services are unique and that the vendor is the **only one** who can provide the commodities/services and adequate number of quotes cannot be obtained. Best price alone cannot be used for sole source. If the commodities/services are available from more than one source of supply, best price must be determined through the competitive process. The final determination that a sole source purchase is justifiable is based on the information provided. If this request is not approved, normal competitive process will be necessary. Please contact Procurement Services for procurement options. If a contract is required please follow the appropriate contract process.

The questions below have been designed to assist faculty and staff in providing necessary information to make a determination. **Complete specifications, quote (including warranty, installation and shipping/handling charges) and if only one vendor can provide the item, a letter from the manufacturer stating the vendor is the only authorized distributor for this purchase must accompany this form.**

Date: \_\_\_\_\_ Requestor's Name: \_\_\_\_\_ Requestor's Panther ID: \_\_\_\_\_  
Dept. ID : \_\_\_\_\_ Dept. Name: \_\_\_\_\_ Requisition Number: \_\_\_\_\_  
Total Purchase Amount (Include all anticipated future costs) \$ \_\_\_\_\_  
Vendor Name and Contact Information: \_\_\_\_\_  
Commodity/Service Description and Use: \_\_\_\_\_

1) List unique features of the stated specification that restrict the requisition to only one vendor and explain why these unique features are needed for the accomplishment of your work:

\_\_\_\_\_

2) Prior to submitting this Sole Source Request, you must investigate other possible sources. Please state what action was taken: \_\_\_\_\_

If no action was taken to investigate other possible sources, you must provide an explanation why no further investigation was conducted: \_\_\_\_\_

If available, did you obtain quotes from another sources? \_\_\_ Yes \_\_\_ No If yes, attach copies.

3) List any company other than your suggested source who supplies an item with similar functions and the reasons competing commodities/services are not satisfactory:

\_\_\_\_\_

4) Will the item be used with existing equipment? \_\_\_ Yes \_\_\_ No

Give Brand & Model number of existing equipment and why the new product is the only one that will work properly with it:

\_\_\_\_\_

Is it a repair/replacement part? \_\_\_ Yes \_\_\_ No

Is it a component to be interfaced with the existing equipment? \_\_\_ Yes \_\_\_ No

5) Is this product being purchased directly from the manufacturer? \_\_\_ Yes \_\_\_ No

If No, is it available from more than one dealer? \_\_\_ Yes \_\_\_ No

If Yes and it is available from more than one dealer, why can this item not be bid?

\_\_\_\_\_

If the manufacturer states their goods and/or services are a sole source and only they can provide the item, a letter from the manufacturer must be provided and you must show what steps you took to confirm this sole source. \_\_\_\_\_

6.) Is the need for the commodities/services related to a research project? \_\_\_\_\_ Yes \_\_\_\_\_ No. If this is a sub-recipient transaction then it is exempt and a Sole Source Request is not needed.

7.) Has the vendor been awarded a competitive solicitation for this commodities/service that FIU could utilize? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, provide the name of awarding entity, the contact person and phone number.

\_\_\_\_\_

8.) Give any additional information you feel may aid in processing this Sole Source Request.

\_\_\_\_\_

I /We the undersigned, certify that the above to be true and correct to the best of my/our knowledge and belief and the user and /or undersigned does not have a conflict of interest in the above named vendor.

Departmental Approval	Procurement Approval	President or Designee Approval
I hereby certify the validity of the information and feel confident the Sole Source Request will meet University criteria and would withstand any audit or vendor protest.  _____ Requestor	This has been researched and recommending approval as a non-competitive purchase. Procurement Professional approves between \$10,000 and \$29,999.  _____ Procurement Agent	CFO or Provost approves between \$75,000 and \$99,999.  _____ CFO or Provost
I certify the funds are available.  _____ Business Unit Approver Phone # : _____	Director of Procurement Services approves between \$30,000 and \$74,999.  _____ Interim Director of Procurement Services	President approves over \$100,000.  _____ President

This certification will become a public document, open to public inspection, therefore, you should be certain that all material facts are true, relevant, and clearly understandable.