

SOLE SOURCE JUSTIFICATION

Pursuant to Section 41-16-51 of the Alabama Code, the University must procure all material, equipment, supplies and services via competitive means whenever practicable. However, Purchasing may waive the competitive process and approve sole source procurement provided the requestor can adequately justify its use. Purchasing judges the reasonability of sole source procurement based on the requestor's investigation, evaluation and documentation of alternate sources of supply and that rejection of similar products is based solely on their failure to meet specific and necessary specifications. In cases where an alternate supplier for a similar product cannot be identified, the requestor must document that a good faith effort has been made in seeking other sources. A listing of the unique technical specifications required of the product and the potential companies that were contacted in the search for alternate sources is necessary. Purchasing may use this information in companies conducting its own market search. Sole source justification cannot be based on quality or price. Quality can be a subjective evaluation based on opinion. Public procurement law requires price considerations be evaluated via competitive bidding.

INSTRUCTIONS:

This form with one or more categories completed must accompany a purchase requisition when sole source approval is requested for equipment and supplies exceeding \$7,500.00

1. Please type or print legibly.
2. Complete all categories and sections that apply.
3. Provide full explanation, complete descriptions, and/or list all relevant reasons where space had been provided. Sole Source Justification forms lacking sufficient detail can not be approved.
4. Sign and date the form at the end.
5. Improperly completed or unsigned forms may be returned.

STATEMENT:

I am aware that Section 41-16-51 of the Alabama code mandates that the University procure all material, equipment, and supplies via competitive means whenever practicable. However, I am requesting sole source procurement based on the following criteria. (Attach additional sheets as necessary):

From: _____ Date: _____

Purchase Requisition # _____ Proposed Vendor: _____ Estimated Price: _____

Product Description: _____

The requested product is an integral repair part or accessory compatible with existing equipment.

A. Existing Equipment _____

Manufacture/Model Number: _____ Age/Current Value _____

Estimated remaining life span: _____

B. Requested Equipment/Accessory / Part: _____

Manufacturer/Model Number: _____

Explain relationship between current Equipment and requested equipment: _____

2. The requested product has unique design/performance specifications which are essential to my research protocol or other needs and are not available in comparable products.

