

SOLE SOURCE JUSTIFICATION FORM

Supplier:

Product/Service General Description:

Manufacturer (if applicable):

Model (if applicable):

Estimated Value:

Describe the intended use for this product or service:

Describe the specialized requirements that make this product or service available only from this supplier:

Provide information that supports the pricing is fair and reasonable. This may be from: comparable item(s); price based on prior competition (in which case attach a copy of previous purchase order); comparison to a substantially similar item (provide price of the base item, by a catalog and state the cost of additional features); website research; a spreadsheet comparison of competition; proof of sales to others at similar prices.

Is this product or service proprietary? Provide documentation showing that the supplier has a patent, copyright, or other legal right which identifies the supplier as a sole provider.

Is this purchase required to match existing equipment or part of a standardization program? If so, provide the original purchase order number, supplier name and description of the original purchase.

Is this supplier or specific product/service identified by name, statement of work and dollar amount in a sponsored grant or contract? If so, please describe and attach the grant documentation.

Were other sources contacted regarding this need? If applicable, provide supporting documentation; including company contact information, product or service information and the quotation or proposal and responses.

What steps are being taken to competitively bid future purchases?

Contact your Procurement Team *early* in the purchasing process. Urgent requirements for non-competitive procurement caused by poor planning or the non-availability of funds will not normally be approved unless the benefits of expediting the requests outweigh the harm of restricting competition. Please review the “Competitive Bid Process” located on the Procurement Services website for information: <http://www.procurement.umich.edu/competitivebids.html>.

A quick reference to Procurement Services Buying Tips and Guidelines can be found at: <http://www.procurement.umich.edu/files/Buying%20Tips%202007.pdf>

I am *aware of* and *agree to abide by* the University policies and guidelines governing outside interests, conflict of interest and conflict of commitment. I confirm that this disclosure abides by the limits specified in these policies and guidelines and does not interfere with my primary obligation to the University. I do not have, nor does any member of my family, any financial interests in the supplier under consideration.

Authorized Departmental Signature

Date

Printed Name

Printed Title

COMPLETION OF THIS FORM DOES NOT GUARANTEE THE APPROVAL OF THE PROCUREMENT REQUEST.