**Sole Source Documentation Form**

**OVERVIEW**

Virginia law and various regulations require that the University, as a state agency, procure products and services subject to competition; however, this competition requirement is only waived under special circumstances and procurement methods. The Commonwealth recognizes several procurement methods, one of which is a sole source procurement.

A sole source procurement is based the need to procure a unique good or service and that unique good or service is not widely available or has limited availability. As a result, a sole source procurement represents a unique exception to the legal and regulatory requirements for competition. Completion of this form is intended to document and affirm that only a single product or service provided by a specific vendor will meet your department’s essential requirements.

Please note:

* Sole sources are subject to VCU policy, audit, and public review
* Vendors are not permitted to complete this form for your department
* Price and delivery are **not** factors determining if a product/service is a sole source
* The final determination of sole source validity will be made by Procurement Services
* Submission of this document constitutes acknowledgment the requester has no personal, financial, or fiduciary relationship with the recommended vendor.

**DOCUMENTATION**

|  |  |
| --- | --- |
| Proposed Vendor: | Click or tap here to enter text. |
| Vendor Point of Contact (name and email): | Click or tap here to enter text. |
| Description of Product/Service: | Click or tap here to enter text. |
| Amount: | Click or tap here to enter text. |

1. Please provide a brief background summary for why you need theproduct/service. Why is the requested **product/service** the only one that can satisfy your requirements? Provide specific details on any unique features of the product/service that are not available in any other product/service and are essential to your required minimum performance.

Click or tap here to enter text.

1. Why is **this vendor** the only practicably available source from which to obtain this product/service? Provide specific details on the expertise, experience and/or capabilities that support why the requested vendor is the only one that can provide the required product/service. Note that if this product/service is available through multiple distributors, it is not justifiable as a sole source.

Click or tap here to enter text.

1. Alternative **vendors** and **products/services** should be researched to substantiate why there is only one practicable source. What were the names of the vendors and products/services that were researched? What were the specific performance requirements that could not be met to make conducting a formal solicitation unnecessary?

Click or tap here to enter text.

1. If no other vendors were considered please denote **at least** one of the following:

Exclusive distribution

Integral part or accessory compatible with existing equipment.

Maintenance service for existing equipment.

Upgrade or maintenance for existing software.

Used in research and is required to provide continuity of results.

Copyrighted or patented and only available from the recommended source.

Considerable re-orientation and training would be required.

Vendor specifically named in a grant and/or grant proposal

Other:

1. Will this purchase obligate the University to this vendor for future purchases (e.g., annual support/maintenance and/or future upgrade requirements)? If yes, provide details regarding the duration of any potential commitments as well as the estimated costs for such commitments.

Click or tap here to enter text.

1. Based on my professional experience and knowledge of the marketplace, submission of this document constitutes acknowledgment that the price offered is considered to be fair and reasonable based on **at least** one of the following.

Historical/ past pricing.

Prices charged for similar items

Prices paid by other customers

A Public price list or public catalog

Other/stakeholder justification: Click or tap here to enter text.

1. In certain circumstances negotiations may have already taken place. Has the department already negotiated with the vendor or secured educational discounts? If so, please provide additional details.

Click or tap here to enter text.

**DEPARTMENT APPROVAL**

On behalf of my department, I certify that the information submitted is accurate and complete. I understand this document is subject to VCU policy, audit, and public review.

|  |  |
| --- | --- |
| Department: |  |
| Name: |  |
| Title: |  |
| Date: |  |
| Email: |  |

**SUBMISSION INSTRUCTIONS**

Attach this completed form to your RealSource requisition as an internal attachment along with any additional supporting documentation.