



# VCU Procurement Services

## Sole Source Documentation Form

Established procurement policies require the University to seek competition to the maximum practicable degree. A contract may be negotiated for sole source purchases when there is only one firm that can provide the product/service to meet the department's essential requirements. A sole source justification cannot be based on price.

By completing this form, I am attesting to the accuracy of the information provided and understand this document will be included in the procurement file. This information may be audited or provided to interested parties under the Virginia Freedom of Information Act.

Furthermore, submission of this document constitutes acknowledgement the requestor has no personal, financial or fiduciary relationship with the recommended firm.

**End User Name**

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**End User Email**

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**Department:**

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**Date:**

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**Requisition Number:**

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**Amount:**

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**Recommended Firm**

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*(Note: If the product/service is available through multiple distributors, it is not justifiable as a sole source)*

**Describe the product/service requested:**

**State the unique design/performance features (for products) or the unique qualifications/experience (for services) that are essential to meet your specific requirements:**

**Market research for the requested product/service was conducted using the following (check all that apply):**

- Professional Expertise (individual or colleague)  Internet  Trade Journals  Conference / Vendor Expo  
 Other (explain):

**Identify the other products/services and firms considered and state the reason(s) why they did not meet your requirements. If no other products/services and firms were considered, select the appropriate reason(s) from the list below:**

- Integral part or accessory compatible with existing equipment. State manufacturer and model below:  
 Maintenance service for existing equipment. State manufacturer and model below:  
 Upgrade or maintenance for existing software. Identify existing software below:  
 Used in research and is required to provide continuity of results.  
 Copyrighted or patented and only available from the recommended firm.  
 Considerable re-orientation and training would be required.  
 Other (describe below):

**Based on my professional experience and knowledge of the marketplace, submission of this document constitutes acknowledgement that the price offered is considered to be fair and reasonable.**

**Required:**

Signature of Requestor \_\_\_\_\_

Name of Requestor \_\_\_\_\_

email of Requester \_\_\_\_\_

Phone Number of Requestor \_\_\_\_\_

Submit requisition, completed sole source documentation form, and a current quotation/proposal from the firm. Please use additional sheets if necessary.