



# 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.

<b>End User Name:</b> _____	<b>Date:</b> _____
<b>End User Email:</b> _____	<b>Requisition Number:</b> _____
<b>Department:</b> _____	<b>Amount:</b> _____

**Recommended Firm:** \_\_\_\_\_

*(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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**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.