Edward Via College of Osteopathic Medicine

Sole Source/Proprietary Procurement Request

TO: Purchasing Department

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one:

[ ]  **Is this a sole source procurement?** “Sole Source” is defined as a product or service which is

 practicably available only from one source. **Please answer the 4 questions below and sign.**

[ ]  **Is this a proprietary procurement?** A proprietary specification restricts the acceptable

 product(s) or service(s) to one manufacturer or vendor. A common example would be

 specification by brand name which excludes consideration of approved “equals”. Although all

 sole source specifications are proprietary, all proprietary specifications are not sole source.

 Proprietary items may be available from several distributors. If available, please attach a list of

 proprietary suppliers which might be used to assist in expediting this procurement. **Please**

 **answer questions 1 and 2 below and sign.**

Exceptions to competition (sole source/proprietary procurement) must be fully justified, documented, and pre-approved. The following is a list of questions which will substantiate a Sole Source or Proprietary Procurement. It will help expedite processing if you will provide thorough and sufficient detail to clearly answer each of these questions. **Please use additional sheets and attach all additional information to this form if necessary.**

1. Briefly, what is the aim of the project in which this product or service will be used.
2. Why is this the only product or service that can meet the university’s requirements? **Uniqueness? Compatibility? Integral component? Please explain in detail.**
3. Why is this vendor the only practicably available source from which to obtain this product or service?
4. What efforts have been made to obtain the very best price available? Why do you feel this price is fair and reasonable?

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Authorized Principal Investigator Signature Date Office of Research Administration Approval Date

Purchasing Manager Approval Date