****

**Office of Procurement**

|  |  |  |
| --- | --- | --- |
|  | **SOLE SOURCE OR PROPRIETARY PURCHASE** |  |

(Non-Competitive Negotiation)

Item(s) listed below (has/have) been determined to be a: [ ] Sole Source Procurement or

[ ] Proprietary Procurement, and falls within one or more of the established criteria for such purchase(s) indicated below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Qty** | **Unit** | **Cost** |
|  **TOTAL:** |  |  |  |
| **Purchase Requisition No.:** | **Account No.:** | **Department:** | **Telephone:** |

|  |  |
| --- | --- |
|  **Reason(s) for Sole Source/Proprietary Procurement:** |  |
|  |  |  |  |  |
| 🞎 The vendor possesses exclusive and/or predominant capabilities and the item(s) contain a patented feature providing superior utility not obtainable from similar products.🞎 The product or service is unique and established as one of a kind.🞎 The program requirements cannot be modified so that competitive products or services may be used.🞎 The product is available from only one source and not merchandised through wholesalers, jobbers, or retailers. |  | 🞎 Item(s) must be interchangeable or compatible with in-place items.🞎 The cost of conversion, including, but not limited to, disruption, re-training, and replacement precludes bidding competitively.🞎 The product is to be used in an instructional setting and the intent is to provide instruction on the specific product or diversity of products.🞎 Written explanation submitted by the Requisitioner (attached).🞎 Other justification (documents attached). |

|  |  |  |
| --- | --- | --- |
|  **Comments**: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**APPROVING AUTHORITY**

|  |  |  |
| --- | --- | --- |
| Approved: | Title: Director of Procurement Services | Date: |

Enclosure(s)