

Sole Source Justification

This questionnaire must accompany purchase requisitions for the sole source procurement of equipment, construction, supplies or services when the purchase will exceed \$25,000 and not issued off of a University contract. The purpose of this sole source justification is to show that a competitive procurement is impractical because only one product or service can meet the specific need. It is not to be utilized to circumvent normal purchasing procedure, nor for a price-based justification. Acceptance of this request will be at the discretion of the Department of Procurement and Business Services.

NOTE: Procurement of single/sole source items/services exceeding \$200,000 typically takes a minimum of 2-3 months to process, starting from the time a complete package including an approved purchase requisition and single/sole source justification documentation is received by Procurement. Please keep this in mind when planning timeframes for significant purchases.

Answer all of the required questions and any applicable questions. Attach any supporting documentation to this questionnaire.

Statement

I am aware that State of Maryland and Federal procurement regulations require procurements to be done competitively whenever practicable. I am requesting a sole source procurement based on the following criteria. The following statements are complete and accurate, based on my professional judgement and investigations. I also certify that no personal advantage, gain or privilege has (or will) accrue to my immediate family or myself through the purchase from this vendor, nor is a family member employed by or an officer of this vendor.

[Type Name as Signature] (Required)

Requirement description/use.

Provide the function and a description of the product/contractor/service provider/consultant requested. (Required)

Only known contractor.

Define "how we know" that no other contractor can provide the product or service requested. What Investigation has been done to support the only known contractor claim (i.e. trade shows, internet searches, professional journals, discussion with colleagues, etc.)? Please list sources. (Required)

What other contractors were considered? Please list their names and summarize your findings (Required)

Give specific characteristics, capabilities and properties for why this contractor/product/service provider/consultant is superior to all others (Required)

State why the specific superior characteristics, capabilities and properties identified above are necessary for your particular requirement (Required)

Does the only known contractor/manufacturer sell directly to the University of Maryland or through distributors? (Note: If manufacturer has more than one distributor, Procurement will seek competition only from those distributors. Acceptable to enter N/A for consultants/services.) (Required)

Consequences.

What are the consequences of not securing this specific item or service from the requested source? (Required)

Compatibility.

What are the unique properties that make this the only product/contractor/service provider/consultant compatible with existing services, material or research? (Note: compatibility alone does not justify a sole/single-source procurement. We also must document "how we know" no other entity is able to provide compatible equipment/services.)

What is the approximate dollar value of the existing facets (equipment/services, etc.)? Provide any other supporting information, if applicable.

Only contractor that meets requirement.

What are the results of your research of other contractors/manufacturers/service providers/consultants? Please identify the deficiencies that lead to their disqualification and attach any/all vendor quotations to this form.

Provide any additional information or supporting research not furnished above that supports your specific requirements justifying a single/sole source purchase.

[If the particular product/service is specifically named in the Research Proposal and ensuing Grant or Contract and relate to the requirement above, the requestor must provide (1) a copy of the first page of the Grant/Contract, (2) copies of the specific pages of the Grant/Contract and (3) the Proposal specifically naming the exact contractor/equipment required. This documentation should also define the service/equipment as "key" to the success of the Grant/Contract.]