BSU - SOLE SOURCE JUSTIFICATION FORM

This form should be submitted for the purchase of commodities and services exceeding the amount of $25,000 in cases where no competitive bids can be obtained. The following are the only circumstances in which sole source procurement may be requested:

1. When only one source exists that meets the requirement.
2. When compatibility of equipment, accessories, or replacement parts is the primary consideration.
3. When a vendor's item is needed for trial use or testing.
4. When a sole vendor's item is to be procured for resale.
5. When certain public utility service is to be procured and only one source exists.[1]
6. When emergency repair or maintenance is required.

A sole source justification should show that competitive bidding is impractical because only one product or service provider can fulfill the need. Thus, the requester should provide documentation that comparable source alternatives have failed to meet that need. When comparable sources can not be identified, a detailed description of the product or service must be provided.

Statement of Awareness
I understand that the University System of Maryland and Bowie State University procurement policies and procedures are designed to acquire goods and services through broad competition whenever is practicable. However, I am requesting a sole source procurement based on the following data.

Requisition #:	Department:
Vendor:	
Explanation:	
Requester's Signature:	Date:
Supervisor's Signature:	Date:
Procurement Director's Signature:	Date:

My signature in this form certifies that the statements provided are, to the best of my knowledge, factual and in the best interest of the university.

*Important: A sole source **can not** be based on price, vendor preference, or previous contracts.*

[1] USM, Procurement Policy and Procedures. Sole Source. Section VIII-I.