

Salt Lake Community College
Purchasing Services

SOLE SOURCE REQUEST

Section A. GENERAL INFORMATION

1. What is unique about this product or service to justify a sole source purchase?
2. Could the product or service be reasonably modified to allow for competition?
3. Explain the market research conducted by your Department that supports the sole source recommendation.
4. List the company name and its representative name of each supplier contacted, and a summary of their response?
5. If the requestor has any personal, financial or fiduciary relationship with the recommended supplier you **must attach a complete disclosure statement to this form.**

Section B. COMPATIBILITY OF EQUIPMENT/SERVICE

1. Describe the existing equipment that this purchase must be compatible with, including original purchase price and date of purchase.
2. What is the remaining life expectancy of the existing equipment?
3. What procurement method was used to purchase the existing equipment?
Provide the solicitation number _____, requisition number or sole source number:

Section C. TRIAL OR TESTING

1. Why is the trial use or testing necessary?
2. What is the anticipated end result of the trial or test?
3. Do any other suppliers provide this product or service?
 - a. If yes, list the company names:
 - b. Will their products be tested?
4. What criteria were used to choose this supplier?
5. What is the scope/size and location of test or trial?

Requested by:

Approved:

Department Signature Date
Title:

Lois Wiesemann, Director Date
Purchasing Services

NOTE: When submitted by email, enter requestors' name on the signature line. The email will constitute the electronic signature.

Vice President of Business Services Date

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Conditions For Use of Sole Source Procurement

Sole source procurement shall be used only if a requirement is reasonably available from a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item.

Examples of circumstances which could necessitate sole source procurement are:

- (1) where the compatibility of equipment, accessories, replacement parts, or service is the paramount consideration;
- (2) where a sole supplier's item is needed for trial use or testing;
- (3) procurement of items for resale;
- (4) procurement of public utility services.

The determination as to whether a procurement shall be made as a sole source shall be made by Purchasing Services. Each request shall be submitted in writing by the requesting Department. In cases of reasonable doubt, competition will be solicited.