

Department: \_\_\_\_\_

Req. #: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Note: This Sole Source Certification will become a public document, open to public inspection; therefore, you should be certain all material facts are true, relevant and clearly understandable.

### SOLE SOURCE JUSTIFICATION

Per Florida Polytechnic University Purchasing guidelines, the following is submitted in support of this request for authority to purchase, without bidding, the items available from only one source.

Note: Sole Source means that the item/service is unique and that the vendor is the only one from whom the item/service can be provided. Best Price alone cannot be used for sole source. If the item/service is available from more than one source of supply, best price must be determined through the competitive bid process.

A. Sole Source Vendor Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

B. Describe in lay language, what the item/service is and how it is to be used.

C. What feature or special condition of this purchase is unique and cannot be obtained from any other source?

D. Is this product being purchased directly from the manufacturer? Yes No

If No, is it available from more than one dealer?

If Yes, it is available from more than one dealer, why can this item not be bid?

E. Prior to submitting this requisition, did you investigate other possible sources?

If Yes: 1) Did you obtain quotes from the other sources?  Yes  No If Yes, attach copies.

2) Is this Vendor's price lower than the other sources? Yes No If No, justify additional cost

F. Other Sole Source comments or explanations.

I / We, the undersigned, certify the above to be true and correct to the best of my / our knowledge and belief and the user and / or undersigned does not have a financial interest in the above named vendor.

DEPARTMENT APPROVAL	PROCUREMENT APPROVAL
I hereby certify the validity of the information and feel confident the Sole Source Certification will meet University criteria and would withstand any audit or vendor protest.  _____ Principal/Department Head Signature                      Date	This acquisition is approved as a non-competitive purchase.  _____ Purchasing Coordinator Signature                      Date
FAILURE TO FILE A PROTEST IN ACCORDANCE WITH BOARD OF GOVERNORS (BOG) REGULATION 18.002 OR FAILURE TO POST THE BOND OR OTHER SECURITY AS REQUIRED IN THE BOG REGULATION 18.002 AND 18.003(3) SHALL CONSTITUTE A WAIVER OF PROTEST PROCEEDING.	_____ Procurement Authorized Signature                      Date

## Sole Source Justification (Continued)

Please use the following sections to continue documentation if needed.

F. Continued: