



## Strategic Sourcing Procurement Center

### SINGLE/SOLE SOURCE JUSTIFICATION

#### Purpose

This form, with one or more categories completed, must accompany purchase requisitions for the sole source procurement of equipment, supplies or services exceeding \$25,000.00 (**with the exception of purchases utilizing existing contract**). The purpose of sole source justification is to demonstrate that competitive bidding is impractical because only one product/vendor can meet a specific need pursuant to Section IV.D of the University System of Maryland (USM) Procurement Policies and Procedures. Therefore, an equitable evaluation of comparable products must be made and documented by the requestor which shows that rejection of other products is based solely on their failure to meet that need. In cases where no other comparable source can be identified, a technical description of the product requested and a listing of those companies which were considered as alternative sources must be provided. **Sole source justification cannot be based on price or geographical location.** Price considerations must be evaluated via competitive bidding. This certificate must contain clear in-depth and accurate information to appropriately justify the sole source.

Vendor Name

Cost of good/services

#### 1. 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

#### 2. Requirement description/use.

-----  
Provide the function and a description of the product/contractor/service provider/consultant requested.

3. 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.

4. What other contractors were considered? Please list their names and summarize your findings

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

6. State why the specific superior characteristics, capabilities and properties identified above are necessary for your particular requirement

7. 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.)



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

11. 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.