

Florida International University SOLE SOURCE REQUEST

Authority is requested to purchase commodities/services in an amount in excess of \$10,000 which would otherwise require a competitive process. Be sure to consider other purchasing exemptions which may be available before Sole Source as the requirements for a Sole Source purchase are high. Exemptions are not allowed for sponsored activities and FIU most follow the Uniform Guidance, 2CFR, 200 for these transactions. Sole Source means that the commodities/services are unique and that the vendor is the **only one** who can provide the commodities/services and adequate number of quotes cannot be obtained. Best price alone cannot be used for sole source. If the commodities/services are available from more than one source of supply, best price must be determined through the competitive process. The final determination that a sole source purchase is justifiable is based on the information provided. If this request is not approved, normal competitive process will be necessary. Please contact Procurement Services for procurement options. If a contract is required please follow the appropriate contract process.

The questions below have been designed to assist faculty and staff in providing necessary information to make a determination. **Complete specifications, quote (including warranty, installation and shipping/handling charges) and if only one vendor can provide the item, a letter from the manufacturer stating the vendor is the only authorized distributor for this purchase must accompany this form.**

Date: _____

Total Purchase Amount (Include all anticipated future costs) \$ _____

Vendor Name and Contact Information: _____

Commodity/Service Description and Use: _____

1) List unique features of the stated specification that restrict the requisition to only one vendor and explain why these unique features are needed for the accomplishment of your work:

2) Prior to submitting this requisition, did you investigate other possible sources? ____ Yes ____ No
If yes, did you obtain quotes from the other sources? If yes, attach copies. ____ Yes ____ No

3) List any company other than your suggested source who supplies an item with similar functions and the reasons competing commodities/services are not satisfactory:

4) Will the item be used with existing equipment? ____ Yes ____ No

Give Brand & Model number of existing equipment and why the new product is the only one that will work properly with it:

Is it a repair/replacement part? ____ Yes ____ No

Is it a component to be interfaced with the existing equipment? ____ Yes ____ No

5) Is this product being purchased directly from the manufacturer? ____ Yes ____ No

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

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

6.) Is the need for the commodities/services related to a research project? _____ Yes _____ No. If this is a sub-recipient transaction then it is exempt and a Sole Source Request is not needed.

7.) Has the vendor been awarded a competitive solicitation for this commodities/service that FIU could utilize? ____ Yes ____ No

If yes, provide the name of awarding entity, the contact person and phone number.

8.) Give any additional information you feel may aid in processing this Sole Source Request.

I /We the undersigned, certify that 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 conflict of interest in the above named vendor.

Departmental Approval	Procurement Approval	President or Designee Approval
I hereby certify the validity of the information and feel confident the Sole Source Request will meet University criteria and would withstand any audit or vendor protest.	This acquisition has been researched and recommending approval as a non-competitive purchase.	CFO or Provost approves up to \$100,000.
_____ PI/Subject Matter Expert (SME)	_____ Procurement Agent	_____ CFO or Provost
I certify the funds are available. _____ Business Unit Approver Phone # : _____	Procurement Director approves under \$75,000. _____ Procurement Director	President approves over \$100,000. _____ President

This certification will become a public document, open to public inspection, therefore, you should be certain that all material facts are true, relevant and clearly understandable.