



**Sole Source Request Form**  
 (Handwritten Forms will NOT be accepted)

**Kelly Loll, C.P.M.**  
**Director of Purchasing Services**  
**Florida International University**  
**Modesto Maidique Campus - CSC 411**  
**Miami, Florida 33199**

Authority is requested to make the following purchase as a noncompetitive purchase available from only one source:

ITEM:

VENDOR:

PRICE:

<b>Cost Center</b>			
<u>Department Contact Information</u>			
Name:	Email:	Phone:	
Account Code:	Activity Nbr:	Cost PID:	
Task:	Budget Ref:	Amount:	Vendor ID:
<b>Optional fields, use if applicable:</b>			
<b>Cost PID</b> - To track expenses related to faculty allocations.			
<u>Task</u> - To track expenses that have a similar purpose as assigned, for example Critical Investments.			
<b>Budget Ref</b> - To track specific years for Financial Aid and COM only.			
<b>OR</b>			
Project:	Fund:		
<b>Optional field, use if applicable:</b> Fund- To be used for Cost Share only			

**CONDITIONS AND CIRCUMSTANCES:** See Attached

**CERTIFIED AND APPROVED** I, the undersigned, certify the above to be true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
**Business Unit Approver**

\_\_\_\_\_  
**Director of Purchasing Services**

\_\_\_\_\_  
**Purchasing Agent**

\_\_\_\_\_  
**President**

# SOLE SOURCE CERTIFICATION

The following is submitted in support of this request for authority to purchase without bidding, the items listed from the vendor indicated as being noncompetitive items available from only one source.

I, the undersigned, certify the above to be true and correct to the best of my knowledge and belief. I attest that I am independent of and have no conflict of interest in the entity evaluated and selected.

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**Name (Please Print)**

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**Signature**

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**Title**

**EXPLANATION** It is suggested that the following points be covered in your "Sole Source" Certification:

1. Description and use in laymen's language. Please do not include any price information. Prices to be indicated on the cover letter; 2. Show reasons why item(s) are not competitive and are available from only one source; 3. List the use for which it is intended and to whom the item will be available; 4. Explain the necessity for compatibility with existing equipment or instrumentation (if applicable); 5. Show as clearly and concisely as possible why only this piece of equipment will accomplish the function required. Acceptable proof of all or any of these points is not in itself assurance of approval by Procurement Services. Their decisions are based on the intent of the law and the Attorney General's interpretation (Opinion No. 053-299 et al).

The Attorney General's interpretation of the competitive bidding statutes points out that their purpose is the securing of economy, protecting the public from collusive contracts and preventing favoritism, fraud, extravagance and imprudence in the expenditure of public monies. The opinion further states that even though materials facts and reasons exist for eliminating other competition by complying with bidding requirements the public and other competitors are put on notice which gives them an opportunity to protest. This interpretation covers grant and contract monies as well as state-appropriated money. Since your Certification becomes a public document open to public inspection, you should be sure that all materials facts and reasons are relevant, clearly understandable and not in conflict with the above interpretations. If approval is not granted, usual bidding process will be necessary.