

**SOLE SOURCE JUSTIFICATION** for noncompetitive purchases over \$2,500

Datatel Requisition Number \_\_\_\_\_ Date: \_\_\_\_\_

Requestor \_\_\_\_\_

G/L Number \_\_\_\_\_

***Requested Sole Source purchasing action with:***

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip Code

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

***Description of Product/Service***

\_\_\_\_\_  
\_\_\_\_\_

Is the requested vendor the **manufacturer**?  Yes  No

Does the manufacturer sell through **distributors**?  Yes  No

Is the requested vendor a **service provider**?  Yes  No

This vendor is the **only source / brand** of the required item because (check all that apply):  
(please circle one)

- The required item is **proprietary to the vendor**
- A specific item is needed...
  - ...to be compatible/interchangeable with existing hardware/software/other \_\_\_\_\_
  - ...as spare or replacement hardware
  - ...for the repair or modification of existing hardware
  - ...for technical evaluation or testing
- It is **not possible to obtain competition** (only one source can meet the requirements)
- There is a **substantial technical risk** in contracting with any other contractor
- There is not enough time to survey other suppliers (**emergency buy**)



Were other sources / brands evaluated?

Yes

No

Which ones? \_\_\_\_\_

Explain why the suggested vendor is the only vendor that can meet the needs of Mott Community College's requirement; unique features/qualifications of the product or brand that are not available in any other product or brand; and why these features are required. If other sources/brands were evaluated and eliminated, explain why.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am aware of the College Purchasing Policy and established criteria for competitive purchasing. I have gathered the required technical information and have made a concerted effort to review comparable/equal equipment/services. This effort is documented in this justification. I hereby certify as to the validity of the information and feel confident this justification for sole source procurement meets the guidelines provided by the College and would withstand an audit or vendor protest and request that this vendor be awarded the aforementioned business.

\_\_\_\_\_  
*Requestor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Cost Center Manager*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Purchasing Manager*

\_\_\_\_\_  
*Date*

*Please attach a copy of the quotation from the sole source provider, along with any other documentation/research that has been completed in this request.*

