 **Office of Procurement**

 **Single Feasible/Sole Source Request Form**

**(Only valid for 12 months)**

This form shall be utilized when requesting goods or services in excess of $5,000.

Requestor: (The individual requesting the goods or services): Enter your First and Last Name

Department: Enter your full department name Telephone Number and Email: Click or tap here to enter text.

This requirement is: (Select all that apply.): Revenue Generating [ ]  Expenditure [ ]  Software [ ]

If expenditures are required, enter the budget number. Enter the complete FOAPAL string.

What is the total cost? Click or tap here to enter text. (*For costs greater than $350,000, the Board of Governors approval is required.)*

Selected Vendor: Enter Vendor’s Complete Name.

**Section I. Source Justification (Check only one)**

[ ]  Only known source in the world

[ ]  Patented items or copyrights materials, which are only available from the patent or copyright holder.

[ ]  Repair services or parts unavailable from any other source except original equipment manufacturer or their designated servicing dealer.

[ ]  Compatibility of equipment or supplies required. List equipment that the purchase will be used with:

Model # Click or tap here to enter text. Serial Number Click or tap here to enter text.

[ ]  Upgrade to existing software. Available only from the producer of this software who sells on direct basis only.

**Section II. Explain why the requested good or service is the only one that can satisfy your requirements.** What are the unique features, or scientific reason, of the good or service that are not available in any other good or service and are essential to required minimum performance. Provide specific, quantifiable factors/qualifications. Explanation/Justification (Use additional sheet if needed)

Click or tap here to enter text.

**Section III. Vendor Explanation/Justification**

Attach vendor’s written explanation and justification.

**Section IV. Authorization/Approvals**

**I certify that to the best of my knowledge I have investigated and found that the above reasons and explanations justify this requisition as a single feasible/sole source purchase, and that price reasonableness is adequately confirmed.**

Printed Name: Click or tap here to enter text. Date: Click or tap to enter a date.

E-mail address: Click or tap here to enter text.

**SINGLE FEASIBLE/SOLE SOURCE JUSTIFICATION GUIDELINES**

Requestor is responsible for providing and certifying as accurate and complete necessary data to support their recommendation for other than full and open competition. The justification must demonstrate that only one company can perform. The following are examples of explanations for a Single Feasible/Sole Source Justification:

1. The supplies/services to be acquired are unique.
2. Time is of the essence and only one known source can meet the needs within the required timeframe; poor planning and administrative delays do not justify urgency.
3. Data is unavailable for competitive procurement.
4. It is necessary that the item being acquired be compatible and interchangeable with existing equipment.

**\*\* IMPORTANT \*\***

* A Single Feasible/Sole Source Justification cannot be used to avoid competition.
* Price cannot be used as a factor in determining if a Single Feasible/Sole Source exists because it indicates the existence of a competitive marketplace.
* Statements that a supplier has the best capability or offers the lowest price are not bases for a Single Feasible/Sole Source Justification. Such determinations can only be made through full and open competitive processes.
* An item being a “sole brand” or a “sole manufacturer” does not automatically qualify to be a “sole source”. Many manufacturers sell their products through distributors. Therefore, even if a purchase is identified as a valid “sole brand” or “sole manufacturer”, the requester should verify whether the manufacturer has multiple distributors. If the manufacturer does have multiple distributors, competition should be sought among the distributors.
* The two most often cited reasons are uniqueness and timeframe. These are often confused and inappropriately interchanged. If a supplier is unique and if their uniqueness is adequately substantiated, a discussion of timeframe is inappropriate. If the basis is timeframe, a discussion of uniqueness should not be made or alluded to.
* Rationale that the recommended source is the most highly qualified to perform but does not establish why other sources cannot perform is not acceptable.
* Incumbency does not justify a Single Feasible/Sole Source Justification.
* Administrative delay or lack of adequate advanced planning resulting in urgency does not justify a Single Feasible/Sole Source Justification.

Procurement Office Use Only

Requisition Number: Click or tap here to enter text. Date Issued: Click or tap to enter a date.

Buyer Name and Date: Click or tap here to enter text. Director of Procurement Name and Date: Click or tap here to enter text.

**Debarment/Suspended Vendor Verification**

**By initialing and dating each section below, you are verifying that you have checked each website and confirm that the awarded vendor has not been debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency.**

**UCM Procurement Website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State of Missouri Website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Excluded Party List System (EPLS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**