



Procurement and Contracting Services

JUSTIFICATION OF SOLE SOURCE PROCUREMENT

Please Complete the Following (Print or Type):

Requisition Number: _____ Date: _____

Department: _____ Account #: _____

Requestor's Name: _____ Phone #: _____

Requestor's E-Mail: _____

Suggested Vendor: _____

Item description and reason for Sole Source (may be attached as memo):

Signature of Requestor

Date

For Purchasing Use Only (Buyer **must** perform price or cost analysis):

A. Price analysis performed – explain:

B. Cost analysis performed – explain:

I, _____ the authorized Buyer approve the following:

(Buyer's Signature & Approval <\$50K; \$50K Director or Designee Approval Required). Sole Source justification is adequate and purchase is authorized without competitive solicitation.

Director of PACS, or Designee's Approval (\$50K)

Date



Sole Source Justification Questionnaire

1. State what the item or service is and what it is going to be used for.
2. State the specific features or performance specifications that are essential or required.
3. Explain why the specific features or performance specifications are essential or required.
4. Please provide the name of vendors who can furnish similar products and which of these vendors were contacted, along with a description of the essential requirement(s) they can't furnish.
5. If your requirements involve purchasing a commodity that must be compatible with existing equipment and is available from only one source of supply, please provide explanation and purchasing information for the existing equipment.