UNIVERSITY OF MARYLAND
BALTIMORE COUNTY CAMPUS
PURCHASING DEPARTMENT
Sole Source Justification

PURPOSE
This form, with one or more categories completed, must accompany purchase requisitions for the sole source procurement of equipment or supplies exceeding $2500.00 (purchases from contract vendors excepted). The purpose of sole source justification is to show that competitive bidding is impractical because only one product can meet a specific need. Therefore, an equitable evaluation of comparable products must be made and documented by the requestor which shows that rejection of other products is based solely on their failure to meet that need. In cases where no other comparable source can be identified, a technical description of the product requested and a listing of those companies which were considered as alternate sources must be provided. Sole source justification cannot be based on quality or price. Quality can be a subjective evaluation based on opinion. Public procurement law requires price considerations be evaluated via competitive bidding. Justification must contain clear, in-depth, and accurate information in order to avoid protests and the possibility of delaying the procurement. This form is NOT TO BE USED if cost of the item or supplies exceeds $25,000. Department must submit a memorandum providing more detailed justification.

INSTRUCTIONS
1) Please type or print legibly.
2) Complete all categories and sections that apply, note also the impact it would have on your research or department if the requested item/service was not obtained.
3) Provide full explanations, complete descriptions and/or list all relevant reasons where space has been provided. Sole Source Justification forms lacking sufficient detail cannot be approved.
4) Sign and date the form at the end.
5) Improperly completed and/or unsigned forms may be returned to the sender.
6) For additional information contact the Purchasing Department at x2273

To: Purchasing Department
Date:______________________
From: _______________________________________________________         Dept.:_________________________
Name of Principal Investigator, Dean, Director or Department Head
Subject: Sole Source Justification

Purchase Requisition #____________________________(Attached) Proposed Vendor ______________________________

Product Description _____________________________________________________________________________________

_____________________________________________________________________________________

STATEMENT
I am aware that Code of Maryland Regulations Title 21 mandates that the procurement of material, equipment, and supplies be via competitive bidding whenever practicable. However, I am requesting sole source procurement based on the following criteria. (Attach additional sheets as necessary):

I. The requested product, part or accessory is an integral repair part or accessory compatible with existing equipment. (Please state the manufacturer and model number of existing equipment):

II. The requested product has special design/performance features which are essential to my research protocol or other needs. Only

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one product meets the requirements. **Both A & B portions of this category must be answered.**

A. These features are: ____________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

B. In addition to the product requested, I have contacted other suppliers and considered their product of similar capabilities. I find their product unacceptable for the following reasons (identify companies contacted, model number and specific technical deficiency): _______________________________________________________________________________________
___________________________________________________________________________________________________

III. The requested product is essential in maintaining experimental or administrative continuity.

_____ Requested product is being used in continuing experiments;
_____ Other investigators have used this product in similar research; and for comparability of results, I require it.

Explain: ______________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

IV. The requested product is one with which is needed for trial use or testing.

Explain: ______________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

V. Please consider sole source approval for this reason(s) e.g. trade-in allowance; availability of service, parts and maintenance; product is a prototype; dues, subscription, (available only from publisher), public utility, etc. __________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

**AUTHORIZATION:**

___________________________________________________________________________________________________

Full Name of Principal Investigator, Dean, Director or Department Head

Signature: ______________________________________  Date: __________________________