**SOLE SOURCE JUSTIFICATION FORM**

**COMMODITY, TECHNICAL/GENERAL SERVICE, EQUIPMENT**

**SECTION I**

PURPOSE

The Sole Source Justification Form is used when procuring a good/service using a Sole Source procurement method.

Sole Source procurements require justification, which this form documents. Approvers review the justification and indicate that the use of sole source procurement is justified by signing the form.

INSTRUCTIONS

The Requisitioner must attach a fully executed copy of this form to the Requisition for the good/service being procured.

The person submitting the form should sign on the Submitted By signature line. Your department head or service line administrator should sign on the Authorized Signature signature line.

Once the first two signature lines have been signed, the Requisitioner must submit the Sole Source Justification Form in Ntracts. Ntracts is a platform wherein contracts and other documents requiring authorized UAMS signatures are processed and executed (i.e., signed).

When the form is fully executed, the Requisitioner receives an email from Ntracts with instructions to access the fully executed document. Once the fully executed document is obtained, the Requisitioner may proceed to create and submit a Requisition, ensuring to attach the fully executed form.

**Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Workday Supplier #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fund/Cost Center or WBS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Requisition #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sole Source purchases for commodities, technical and general services, and/or equipment must be justified in writing. The justification must clearly demonstrate that to contract otherwise would not be possible or could be injurious to the mission of UAMS. A contract for a required or designated commodity, service or equipment may be awarded to a sole supplier when it can be demonstrated that the supplier is the only one that can meet the terms, criteria, and conditions of the contract. Requirements of performance compatibility with existing commodities, services and/or equipment may also be taken into consideration.

Requisitions (in excess of $20,000) for items that are to be procured from a specific vendor, where substitutes to the vendor or brand are unacceptable, must be accompanied by a written justification explaining in detail the circumstances that make substitutes unsuitable and/or bidding not possible nor practicable. The Department Chair, Director, Business Administrator, or Principal Investigator must sign the justification. The Senior Vice Chancellor for Finance and CFO or designee is the final authority of whether the justification is appropriate. Factual statements that will pass an internal-, federal-, and/or legislative-audit must support justification.

**SECTION II**

The justification must fully address:

1. Why the commodity/service/equipment is needed?
2. Describe the methods used to determine that a lack of responsible/responsive competition exists for the commodity/service/equipment:
3. How it was determined the provider possesses exclusive capabilities?
4. Why the commodity/service/equipment needed unique? Note: Requirements of performance compatibility with existing commodities, services and/or equipment may also be taken into consideration.
5. Describe whether or not there are patent or proprietary rights, which make the required commodity/service/equipment unavailable from other sources:
6. What would your Department do if the commodity/service/equipment were no longer available or could not be acquired?
7. If applicable, fully detail any program considerations, which make the use of sole source criteria critical to the successful completion of the UAMS task.

**SECTION III**

I certify that the above statements are true and correct, and that no other material fact or consideration offered has influenced this recommendation for a sole source or proprietary procurement. Attach this department approved form to your requisition for processing.

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Procurement Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice Chancellor for Finance and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Financial Officer