

## UW Procurement Services Sole Source/Justification Request

Signature approval required by Procurement Services Office before attaching to requisition for the purchase of any goods or services.

Requester Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Charge Account (Please format as Entity-Account-Fund Class-Fund Source-Organization-Exp Class-Program-Activity-Future):  
 \_\_\_\_\_  
 Name of Manufacturer: \_\_\_\_\_  
 Name of sole source provider: \_\_\_\_\_  
 Sales Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Web Address: \_\_\_\_\_

**Price Quotation:** Attach a firm price quotation from the vendor for the item/services identified above. Quoted prices shall be firm for 30 days and all associated costs **including shipping**. Quote must have the freight terms **D.A.P. Incoterms® 2010, University of Wyoming, Laramie, WY, 82071**

**Sole Source Considerations** - (check all applicable categories and provide detailed justification below)

- \*Repair/replacement part or accessory:** For existing equipment and is available from only one source.
- Existing Equipment: \_\_\_\_\_ Manufacturer/Model number: \_\_\_\_\_
- \*Sole source distribution:** The item is manufactured and sold exclusively by vendor or vendor holds exclusive rights for distribution.
- \*Exclusive design:** Item possesses a unique function or capability critical in the use of the item and is not available from any other sources.
- \*Services:** Services are available from only one source.

**\* Detailed Justification:** Explain what unique qualifications or features are required, how selected contractor or vendor exclusively meets those qualifications or features, and why the service or goods cannot be obtained through the bidding process. (Limit of 750 characters, use next page or attach additional sheets if necessary).

**For goods and services valued \$10,000 - \$99,999.99, I hereby declare the information provided herein to be true and accurate to the best of my knowledge.**

Requester Name (print) \_\_\_\_\_ Signature/Date \_\_\_\_\_

**For goods and services valued \$100,000 or more, the below signatures are required.**

College Dean or Associate Vice President (print) \_\_\_\_\_

Department Head (print) \_\_\_\_\_

Signature/Date \_\_\_\_\_ Signature/Date \_\_\_\_\_

**Procurement Office (Signature required before attaching to requisition for the purchase of any goods or services).**

Procurement Approval/Date \_\_\_\_\_

**Additional Detailed Justification:**