



RESET FORM

**ADDITIONAL
INFORMATION**

DATE: _____ **REQUISITION NO:** _____ **DEPARTMENT:** _____

CONTACT: _____

(Individual best able to answer questions with regard to the product and/or service)

PHONE: _____ **EMAIL:** _____

University Purchasing must review and approve the purchase order prior to the goods being shipped or the services being provided. University Purchasing may require additional information and/or may determine that bidding is required.

A quote must accompany the Sole Source Justification Form. Sole source justifications will expire twelve (12) months after the original purchase date.

I am aware that any procurement subject to Article 5 of Chapter 4 of Title 41, Code of Alabama, with an expenditure of \$75,000 or more must be awarded by competitive sealed bid unless otherwise authorized by law; however, this Sole Source Justification serves as a request for sole source approval based on the information to follow.

PREFERRED VENDOR: _____

CONTACT NAME: _____

PHONE: _____ **EMAIL:** _____

Provide a description of the product or service.

Describe the intended use of the product or service

Manufacturer: _____ Model No: _____

Purchase Price: _____

Is the product new or refurbished?		
If REFURBISHED, what is the cost of product purchased new? _____		
Is the preferred vendor the manufacturer of the product?	YES	NO
Is the product sold through a distributor?	YES	NO
Is the product being purchased in accordance with a grant, contract or funding agency requirement?	YES	NO
If YES, attach a copy of the award or letter.		

SOURCE SELECTION and SUPPORT

A. Select one or more of the following statements that supports the sole source request.

COMPATIBILITY – Product(s) matches existing brand of equipment for compatibility

REPAIRS/MAINTENANCE SERVICE – Service is unavailable from any source with exception of the equipment manufacturer or the manufacturer’s designated servicing dealer

REPLACEMENT PART/UPGRADE – Product(s) is a replacement/upgrade for a specific brand of existing equipment

RESEARCH CONTINUITY/STANDARDIZATION – Product(s) or service(s) is required to maintain research continuity based on personal experience and/or information from investigators engaged in similar research endeavors; introduction of a different product would require considerable time and money for evaluation

UNIQUE DESIGN – Product(s) meets extraordinary physical design or quality specifications

B. Briefly explain how this purchase meets one or more of the above criteria for a valid sole source request. Attach additional sheets as required. (**Note: price cannot be a factor for justification**). (Must be completed for **all** source selections **except** REPAIRS/MAINTENANCE)

C. If this product or a compatible product was purchased in the past, provide the following: *(Must be completed if selecting: COMPATIBILTY, REPLACEMENT PART/UPGRADE, REPAIRS/MAINTENANCE SERVICE)*

Purchase Order Number: _____ **UAB Property Number:** _____

D. *(Must be completed if selecting: UNIQUE DESIGN)*

- a. List the important features or specific performance specifications/parameters that make this product or service unique or proprietary. Specify why these unique features are indispensable to your research or operation.

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- b. Provide the following information as it relates to two other supplier/manufacturers offering the same or similar product(s) or service(s). Please provide quote for evaluated products.

Vendor	
Vendor Contact Name	
Vendor Contact Email	
Model/Catalog Number	
Technical Deficiencies	

Vendor	
Vendor Contact Name	
Vendor Contact Email	
Model/Catalog Number	
Technical Deficiencies	

ALL departmental signatures are required prior to review.

I certify that the above justification is accurate and complete to the best of my knowledge. I have no financial or other beneficial interest in the proposed vendor.

_____	_____	_____
PI/Responsible Person (print)	PI/Responsible Person (signature)	Date
_____	_____	_____
Department Head (print)	Department Head (signature)	Date
_____	_____	_____
Buyer (print)	Buyer (signature)	Date

University Purchasing Manager		