

Proprietary or Sole Source Request and Certification
Responsible Party Certification

Responsible Party Name:	Date:
Responsible Party Email and Phone:	Requisition Number:
Department:	*Amount:

*This amount shall include all expenditures projected against the sole source procurement documented below.

Recommended Vendor Name:
Vendor Contact Name, Email, Phone:

Established procurement policies require the University to seek competition to the maximum practicable degree. By completing this form, the responsible party attests to the accuracy of the information provided and understands this document will be included in the procurement file. This information may be audited or provided to interested parties under the Virginia Freedom of Information Act (FOIA).

Furthermore, submission of this document constitutes acknowledgement the responsible party has no personal financial or fiduciary relationship with the recommended vendor.

Type of Request - Check applicable box below

Proprietary: Proprietary specifications restrict the acceptable products to those of one or more specified manufacturers. It is appropriate to use a proprietary specification when the desired product must be compatible with or is an integral component of existing equipment or products, or where prequalification of products is necessary to support specific needs of a program; is covered by a patent or copyright; must yield absolute continuity of results; or is one with which a user has had extensive training and experience, and the use of any other similar piece of equipment would require considerable reorientation and training. Every effort must be made to obtain full competition among the distributors which carry the manufacturer's product. The determinations for the use of proprietary specifications shall be made in advance, in writing, and must be included in the procurement file. Proprietary purchases require the written approval of the Director of Procurement and Contracts or his/her designee. **Only questions 1, 2, 3, 4, & 5 must be completed if proprietary is selected.**

Sole source: Sole Source procurement is authorized when there is only one source practicably available for goods or services exceeding **\$5,000.00**. The purpose of a sole source determination is to show that competition is impracticable because only one product or one source is practicably available to meet a specific need. Competition is not available in a sole source situation; thus distinguishing it from a proprietary purchase where the product is restricted to that of one manufacturer, but is sold through distributors and competition between them can be obtained. In cases where no competition exists, this written documentation must be provided to demonstrate that the proposed price is deemed fair and reasonable. Sole Source purchases require the written approval of the Director of Procurement and Contracts or his/her designee. **All questions must be completed if sole source is selected.**

Please expand fields or attach additional sheets if necessary to assure complete and thorough documentation.

PROPRIETARY/SOLE SOURCE

1. Describe the product/services requested, including the manufacturer or brand of the product/services:

Product/Services:

2. State the unique design/performance features (for products) or the unique qualifications/experience (for services) that are essential to meet your specific requirements.

Unique features:

3. Is the product/service and the manufacturer/brand specified in #1 the only one that will meet the requirements specified in #2? Yes No

4. Market research to establish that this product or service is proprietary was conducted using the following: (check all that apply AND include an explanation below. Attach all supporting documentation)

- Professional Expertise (individual or colleague) Internet Trade Journal
 Conference/Vendor Expo Other (explain):

Market research:

5. **Identify the other products/services considered and state the reason(s) why they did not meet your requirements. If no other products/services were considered, select the appropriate reason(s) from the list below:**

- Integral part or accessory compatible with existing equipment. State manufacturer and model below.
- Maintenance service for existing equipment. State manufacturer and model below.
- Upgrade or maintenance for existing software. Identify existing software below.
- Used in research and is required to provide continuity of results.
- Considerable re-orientation and training would be required. Provide explanation/details below.
- Other (describe):

Alternate options and rationale for exclusion:

SOLE SOURCE (ONLY)

6. **Is the recommended vendor the only one that can provide the product/services and the manufacturer/brand specified in #1?** Yes No

7. **Market research to establish that the recommended vendor is the sole source for this product or service was conducted using the following:**

(Check all that apply AND include an explanation below. Attach all supporting documentation)

- Professional Expertise (individual or colleague) Internet Trade Journal
- Conference/Vendor Expo Other (explain):

Market research:

8. **Identify the other vendors considered. If no other vendors were considered, select the appropriate reason(s) from the list below:**

- Copyrighted or patented and only available from the recommended vendor.
- Repair or maintenance is unavailable from sources other than the original equipment manufacturer or their designated service dealer.
- Other (describe):

Alternate options and rationale for exclusion:

Based on my professional experience and knowledge of the marketplace, submission of this document constitutes acknowledgement that the price offered is considered to be fair and reasonable. **Attach a copy of the price quotation from the sole source vendor and describe what actions you have taken to verify the reasonableness of the price. I certify to the best of my knowledge that I have investigated and found that the above reasons and explanations justify the waiver of competitive bidding and that any questions or concerns regarding this information can be directed to my attention.**

Attach this completed form and a current vendor quote to the Purchase Requisition in eVA.

REVIEW/APPROVAL SIGNATURES:

<p>Responsible Party: <i>(Defined as the end user of the good/service. The responsible party has performed the initial research defining the proprietary or sole source nature of the good/service.)</i></p> <p>SIGNATURE: _____</p> <p>PRINTED NAME: _____</p>	<p>Date:</p>
<p>Dean/Director/Department Head: <i>(Defined as the reviewer of the proprietary or sole source form. The reviewer is attesting the form has been completed, ensuring all questions are answered and referenced supporting documentation has been provided.)</i></p> <p>SIGNATURE: _____</p> <p>PRINTED NAME: _____</p>	<p>Date:</p>
<p>Contract Officer: <i>(Defined as the assigned Procurement and Contracts Department staff person that is responsible for ensuring the validity of the sole or proprietary source.)</i></p> <p>SIGNATURE: _____</p>	<p>Date:</p>
<p>For Procurement and Contracts Use Only: SS Tracking Number:</p>	
<p>Director Procurement and Contracts/Designee:</p> <p>SIGNATURE: _____</p>	<p>Date:</p>

SIGNATORY COMMENTS: