

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Sole Source Justification

Procedure No.: PP-120

Date: 6/5/96

I. Purpose

To Define the requirements of Sole Source Purchases.

II. Scope

This Procedure will apply University wide.

III. General

It is the policy of the University to make purchases under a competitive environment whenever possible. Purchases of equipment, supplies, or services available only from one vendor or under one brand name are considered Non Competitive or Sole Source. All purchases above the "no bid limit" from a Sole Source must be justified.

IV. Procedure

All purchase requisitions must be accompanied by a memo of justification if the specifications restrict the purchase of goods or services to only one source. The justification must answer the following two questions:

- (1) What is the unique feature and why is this feature needed for your application?
- (2) Why will competing products not be satisfactory?

The first question should be answered in functional terms. Indicate why the dimensions, features, or performance characteristics are essential. The answer to the second question should indicate specifically the particular requirement of the specification where other known products or services do not comply.

Delays in handling can be avoided if these justifications are sent with the requisition. For more information, contact the Office of Procurement and General Services.

Use the following form for submitting the Sole Source Justification.

Texas A&M University-Kingsville

Justification for Sole Source Purchase

QUESTIONNAIRE

1) This item is required for use in:

research_____ classroom_____ lab_____ other_____.

2) What features are proprietary to this item? How are these dimensions, features or performance characteristics essential to the accomplishment of your work?

3) List any company other than your suggested source who manufactures a similar item or manufacturers an item with similar functions.

4) Why won't these competing products be satisfactory?

5) Will the item be used with existing equipment? __Yes __No

If yes, as a repair/replacement part? __Yes __No

as a component to be interfaced with the exiting equipment? __Yes __No

Give Brand and Model number of existing equipment:

as an accessory or option? __Yes __No

to match existing equipment? __Yes __No

for reasons of interchangeability? __Yes __No

Will installation be required? __Yes __No

6) Give any additional information you feel may aid the buyer in processing this requisition.

Department Name: _____

Account Name: _____

Account Number: _____

Requestors Name, Signature, and Phone No.:

Department Head Signature and Date:

Director, Procurement and General Services
