

SOLE SOURCE REQUEST FORM

Date: _____

Vendor: _____

Department: _____

Contact: _____

Phone #: _____

This form must be completed by the requesting department and accompany all requests for sole source purchases.

A sole source procurement is authorized when there is only one source practicably available for the goods or services required. The following data must be submitted when a department is requesting a sole source purchase:

A. Departmental Responsibilities:

- 1. Explain why this is the only product or service that can meet the needs of the department.

- 2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

- 3. Did the department receive any prices from the vendor? If yes, what was the price?
\$ _____

- 4. Forward to Materiel Management for negotiations and contract award.

B. Materiel Management Responsibilities:

- 1. Negotiate cost.
- 2. Determine price reasonableness.
- 3. Issue contract.

Requirements 1, 2, and 3 must be met prior to a contract being negotiated. It is the responsibility of Materiel Management to negotiate a contract that is in the best interest of Old Dominion University. However, Materiel Management may include the department in negotiations.

Recommendation:

Department Head

Date

Approved:

Rick Berry, Director
Materiel Management

Date

Approved:

* Bob Fenning, Vice President
Administration & Finance

Date

* Mr. Fenning's signature only required for transactions exceeding \$100,000.00