

Sole Source Request Form

Date: _____ Vendor: _____

Department: _____ Contact: _____ Phone #: _____

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

A sole source procurement is authorized when there is only one source practicably available for the product(s) or service(s) required. The following data and information must be submitted when a college or department is requesting a sole source purchase:

A. Departmental Responsibilities:

1. Is this a one-time "spot" purchase, or will the requested product(s) or service(s) be required on a recurring annual basis? _____

2. Is the requested product(s) or service(s) for an application software (desktop or local server based) and/or hosted Software as a Service ("SaaS") Yes No

If yes, has Information Technology Services completed the 'intake' data and systems security and risk assessment review? _____

3. Describe the product(s) or service(s) being requested as "sole source", and how same will be used. _____

4. Specify the users and/or target group for the requested product(s) or service(s), and how same will provide benefit(s) to the University. _____

5. Identify other product(s) or service(s) and associated vendors that were also considered to provide the requested product(s) or service(s), and why those vendors were not selected. For each vendor identified, please provide (i) point of contact information, (ii) time frame and evaluation methodology used for comparison to requested sole source vendor, and (iii) associated costs. _____

6. Explain why the requested product(s) or service(s) is/are the only product(s) or service(s) that can and will meet all of the necessary requirements of the college, department or university, including benefits, functionality, reporting, etc., that other similar products can't provide. _____

7. Explain why this vendor is the only 'practicably' available source from which to obtain the requested product(s) or service(s). _____

8. The college or department must attach with this sole source request the requested vendor's written proposal. Additionally, please indicate the total cost for the requested product(s) or service(s), i.e., if a multi-year contract request, please indicate total cost over the entire term of the agreement. \$ _____
9. Please provide a list of peer colleges and/or universities that are currently using the requested product(s) or service(s) that were also provided by the requested vendor. _____

10. Forward to Procurement Services for contract review, negotiations and contract award.

B. Services Responsibilities:

1. Negotiate cost and/or contract scope, deliverables, or associated terms and conditions.
2. Determine price reasonableness.
3. Issue executed contract and/or approve purchase order.

Requirements 1 through 9 must be completed accordingly prior to forwarding to Procurement Services. Pursuant to the expressed delegated authority provided under University Policy #1500, it is the responsibility of Procurement Services to review, approve, negotiate, and execute on behalf and in the best interest of Old Dominion University, all procurement related contracts. However, when appropriate and as necessary, Procurement Services may include the college or department in the final contract review and negotiation processes.

Recommendation:

Approved / Disapproved:

 Department Head (Signature) Date

 Harry Smithson, Jr., Date
 Assistant Director, Procurement Services

 Department Head (Print Name)

Approved / Disapproved:

 Etta Henry, Date
 Director, Procurement Services

 Procurement Services will obtain required approval Date
 for transactions exceeding \$500,000

**Etta Henry's approval required for transaction(s) which exceed \$100,000*