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## Sole Source Request Form

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### OVERVIEW

Virginia law and various regulations require that the University procure goods and services subject to competition; however, this competition requirement is only waived under special circumstances and procurement methods. The Commonwealth recognizes several procurement methods, one of which is sole source procurements.

A sole source procurement is based on the need to procure a unique good or service that is not widely available or has limited availability. As a result, a sole source procurement represents a unique exception to the legal and regulatory requirements for competition. Completion of this form is intended to document and affirm that only a single product or service provided by a specific vendor will meet your department's essential requirements.

Please note:

- Sole sources are subject to ODU policy, audit, and public review
- Vendors are not permitted to complete this form for your department
- Price and delivery are **not** factors determining if a product/service is a sole source
- The final determination of sole source validity will be made by Procurement Services
- Submission of this document constitutes acknowledgement the requester has no personal, financial, or fiduciary relations with the recommended vendor.

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**Vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

1. Is this a one-time "spot" purchase, or will the requested product(s) or service(s) be required on a recurring annual basis?  
\_\_\_\_\_ One Time "Spot" Purchase \_\_\_\_\_ Recurring and/or annual need
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 - Has Information Technology Services completed the 'intake' data and systems security and risk assessment review? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, please submit a [System Discovery Analysis \(SDA\)](#) to ITS Security for review prior to submitting sole source request.  
\_\_\_\_\_ No
3. Describe the product(s) or service(s) being requested as "sole source" and how will be used.  
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4. Specify the users and/or target group for the requested product(s) or service(s) and how will benefit the University.

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5. Alternate vendors and products/services should be researched to substantiate why there is only one practical source. What were the names of the vendors and products/services that were researched? What were the specific performance requirements that could not be met?

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6. If no other vendors were considered, please denote **at least** one of the following for the vendor your department is requesting to use: (check as many as apply)

- ☐ Exclusive distribution
- ☐ Integral part or accessory compatible with existing equipment
- ☐ Maintenance service for existing equipment
- ☐ Upgrade or maintenance for existing software
- ☐ Used in research and is required to provide continuity of results
- ☐ Copyrighted or patented and only available from the recommended source
- ☐ Considerable re-orientation and training would be required if transition to another vendor
- ☐ Vendor specifically named in a grant and/or grant proposal
- ☐ Other (explain)

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7. What is the total cost for the initial purchase and/or initial contract term for this purchase request?

\$ \_\_\_\_\_

8. Will this purchase obligate the University to this vendor for future purchases (e.g., annual support/maintenance and/or future upgrade requirements)?

☐ Yes – Provide details regarding the duration of any potential commitments as well as the estimated costs for such commitments.

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☐ No, one time purchase

9. 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 based on at least one of the following:

- ☐ Historical/past pricing
- ☐ Prices charged for similar items
- ☐ Prices paid by other customers
- ☐ A public price list or public catalog
- ☐ Other justification (explain)

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