



Sole Source Request Form

Date: _____ Vendor: _____

Project No: _____ Contract: _____ Phone #: _____

(Beginning Feb 9, you must use the updated project numbers with the new letter suffix. [More information.](#))

This form must be completed by the grant's principal investigator (PI) 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 PI (or designee) is requesting a sole source purchase:

A. Principal Investigator's Responsibilities:

1. Is this a one-time "spot" purchase, or will the requested product(s) or service(s) be requested 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 ODU Information Technology Services completed the "intake" data and systems security and risk assessment review?

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

4. 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 be requested sole source vendor, and (iii) associated costs.

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

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

7. Principal Investigator 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. \$ _____

8. Forward to Purchasing Department 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 7 must be completed accordingly prior to forwarding to Purchasing Department. It is the responsibility of the Research Foundation to review, approve, negotiate, and execute on behalf and in the best interest of Old Dominion University Research Foundation, all procurement related contracts. However, when appropriate and as necessary, ODU Research Foundation may include the Principal Investigator in the final contract review and negotiation processes.

Recommendation:

Approved/Disapproved:

Principal Investigator (Signature)

Date

Casey Gollhofer, Director of Finance and Administration Date