Sole Source Request Form

OVERVIEW

Virginia law and various regulations require that the University procure goods and services subject to competition; however, this competition requirement may be 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 very exclusive and unique good, product, or service that is not widely available or has limited availability. As a result, a sole source procurement represents a rare exception to the legal and regulatory requirements for competition. Completion of this form is intended to document and affirm that the request is for a very exclusive and unique good, product, or service, and that the requested good or service can only be provided by a singular and specific vendor to meet the requesting department's essential requirements to maintain daily or long-term operational business practices and continuity of service delivery for the University, requesting department and the campus community.

Please note:

- Sole sources are subject to both Commonwealth and ODU procurement policy, University and Commonwealth audit, and public review via FOIA requests and posting on the Commonwealths e-procurement platform, eVA.
- Vendors are not permitted to complete this form.
- Price and delivery time frame are **not** factors that can be used in determining if the requested good, product, or service is a sole source
- The final determination of sole source validity will be made by Procurement Services
- Submission of this document constitutes acknowledgement that the requester has no personal, financial, or fiduciary relations with the recommended vendor.

Vendor: Aretech LLC **Date:** 6/24/2026

Department: Rehabilitation Sciences **Contact:** Neil Duffy **Phone #:** 757 683 7041

To be considered a valid Sole Source request, all items below, 1 through 12, must be completed in a comprehensive and detailed manner. Failure to provide the required information specified below will result in the request being returned to the requestor.

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
   - [x] 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.
   - [x] No

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

This product provides body weight reduction via supported harnesses to aid in assisted transfers, standing, and gait for rehabilitative purposes.

4. Specify the users and/or target group for the requested goods, product(s) or service(s) and how same will benefit the University and meet the mission of the University.

This product is used by patients of the Faschini Wallach Center for restorative therapies but also available for clients and research participants for ODU faculty.

5. Alternate vendors and goods/products/services should be researched to substantiate why there is only one practicable vendor or source that can provide the requested goods/products/services. What were the names of the alternate vendors and sources researched and considered to provide the goods/products/services? What were the specific performance requirements that could not be met by the alternate vendors and sources researched?

Other vendors were researched prior to its purchase but it was deemed the most reliable and best company to use as a resource to ensure longevity of the product.

6. If no other vendors were considered, please denote **at least** one of the following for the vendor your department is requesting to use, and provide details for each item below denoted: (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)

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

$ 23,230.00 Term: February 24, 2026 - February 23, 2028

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.

  Every 2 years.

- Provide anticipated future costs for the commitment: $ Cost may vary and ruse due to age of equipment.

☐ No, one time purchase

9. In certain circumstances, negotiations may have already taken place. Has the department already negotiated with the vendor to secure education discounts, expedited delivery, more favorable payment terms, etc.?

☑ Yes – Provide additional details and support documentation.

☐ No

I am new to the director role but I do believe we are receiving some form of discount as the yearly price for maintenance plans is typically 9K-15K.

10. Please detail efforts the requesting department made to ensure that proposed pricing was fair and reasonable.

11. Provide a list of peer colleges and or universities that are currently using the requested goods, product(s), or service(s) that are provided by the requested vendor. ***Indicating that no other peer colleges or universities were considered is not an acceptable answer***. *For each college or university listed, please provide their associated Point-of-Contact information, including email and phone number.*

12. Based on the undersigned Department Head's professional experience and knowledge of the marketplace, submission of this document constitutes acknowledgement that the price offered is considered to be fair and reasonable and documentation to support same is attached herein. Please denote at least one of the following for the vendor or source your department is requesting to use, and provide details for each item below denoted: (check as many as apply)

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

Forward completed and signed Sole Source Request Form along with vendor proposal and/or quote to Procurement Services at procurement@odu.edu for contract review and approval.

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.

Department Recommendation:

Department Head (Signature)* Date

Department Head (Printed Name)

Org Code for this request:

6HL15

Approved:

Assistant Director, Date
Procurement Services

Approved:

**Etta A. Henry, Executive Director Date
Strategic Sourcing and Payment Solutions

Approved:

*** Chad A. Reed, Vice President Date
for Finance, CFO

* ***Department Head signature must be the department representative who has signature authority for the Org Code indicated.***

** ***Etta Henry's approval is required for transactions that exceed $100,000.***

** ***Chad A. Reed's approval is required for transactions that exceed $500,000.***