



ARKANSAS STATE UNIVERSITY
PROCUREMENT DEPARTMENT

Sole Source Justification Form

Complete all sections of this *Sole Source Procurement Justification Form*. Email the completed form to Procurement Services procurement@astate.edu to ensure timely review.

Procurement Unit Requesting the Sole Source Procurement

Requesting Department: _____

Requesting Division: _____

Purchasing Contact: _____ Phone Number: _____

Email: _____

General Information

Description of Service/Commodity: _____

Vendor Name: _____

Start Date of Resulting Contract: _____ Expiration Date of Resulting Contract: _____

Contract Number (if available): _____ Total Projected Cost: \$ _____

Why is the commodity/service needed?

How did the department determine a lack of responsible competition exists for the commodity/service?

How did the department determine the commodity/service can only be provided by one source?

Can requirements be modified so the commodity/service may be competitively bid? If not, why?

Are there patent, copyright, or proprietary rights that make the required commodity/service unavailable from other sources?

What would the requestor do if the commodity/service were no longer available?

What program consideration details make the use of a Sole Source Procurement critical to the requestor?

Provide additional details as needed.

****Attach a memo from the company detailing their sole source status with this form.**