



# SOLE SOURCE REQUEST FORM

For procurements over \$25,000  
Per OSU Standard 03-010, section 5.2.1, subsection f.i.

Sole source is defined as the **only** source that can provide a particular product or service, which **meets** required specifications, skills, critical parameters or timeframes that **meet** the research and/or business **needs** of the university.

This completed form and attached supporting documentation are used to request a sole source determination from the Procurement, Contracts and Materials Management (PCMM) unit. PCMM makes the final determination as to whether the supplier qualifies as a sole source. Forms lacking sufficient information and/or supporting documentation may be returned to the department for correction and/or completion.

### Department Information:

Contact Name:	
Phone:	

Department:	
Email:	

### Purchase Information:

Supplier Name:	
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Total Amount:	\$	
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Is federal funding involved, or will federal funding be involved in the future?  YES  NO

If YES, what type of agreement exists between OSU and the federal awarding agency?\*

Grant  Cooperative Agreement  Contract

\* If unsure what type of funding, contact the Business Center.

### Supporting Documentation (check all that apply and attach documentation that supports the sole source verification):

- Communications, including email and summary documentation of verbal conversations, with suppliers and/or subject matter experts detailing the basis of their expertise
- Manufacture specification sheets or white papers with equipment specifications and analysis that demonstrate other suppliers do not meet minimum research/business needs
- Supplier qualifications, certifications, and expertise (not available from other suppliers) required to meet minimum research/business needs
- Documentation demonstrating other suppliers cannot meet minimum specifications or skills
- Project schedule or documentation demonstrating time constraints
- Internet research
- Other: \_\_\_\_\_

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4. Detail why the selected supplier is the only entity that meets the minimum specifications, skills, expertise, compatibility, and/or time constraints for the research/business need:

5. Detail the investigation done to verify the supplier meets the definition of sole source above (include details on why other suppliers cannot meet the research/business need. List names of other suppliers contacted or investigated **and** attach back-up documentation):

**Procurement and Contract Services Internal Use Only:**

Acting with authority as designee of the Chief Procurement Officer, I hereby approve this procurement as a sole source per OSU Standard 03-010, section 5.2.1 subsection f.i. I verify that this purchase fits the category of sole source because:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date