



CSM Sole Source Justification Form

Requisition Number _____

Date _____

INSTRUCTIONS

- Complete all categories and sections that apply.
- Provide full explanation and/or list all relevant reasons where space has been provided. Sole Source Justification forms lacking sufficient detail cannot be approved.
- Sign and forward to the proper Fund Administrator and Purchasing Authority for approval.

GUIDELINES

A sole source procurement is where **only one vendor** possesses the unique and singularly available capability to meet the requirement of the solicitation, such as technical qualifications, ability to deliver at a particular time or a situation where a particular supplier or person is identified as the only qualified source available to the requisitioning authority.

PLEASE NOTE that a **SOLE SOURCE** does not include:

- **Requirements for a particular proprietary product or service if there is more than one potential bidder or offeror for that item.**
- **Preference for a brand name product.**
- **Unique goods or services where equivalent alternatives may be available from other sources.**

All sole source justifications are subject to public review and will be **posted for 3 days** on www.rockymountainbidsystem.com; other suppliers may have the opportunity to review the justification *and protest the purchase* if they feel the justification is not adequate or based on valid grounds. Therefore, the justification must contain clear, in depth and accurate information in order to avoid the possibility of delaying the procurement. If it is determined that the procurement meets the criteria as a Sole Source and requires a **Term Contract** or a **Renewal**, the term of the initial contract cannot exceed 5 years.

JUSTIFICATION

1. Provide a Statement of Work (Description of goods/service to be provided.)

2. Vendor Name _____ and Cost

3. Explain why this vendor is unique **AND** the only one capable of providing this good or service.

4. State reasons why other vendors, products, or services, competing in this market do not meet your needs and/or specifications.

5. By submitting this Sole Source Justification, I attest that the above justification is accurate and complete to the best of my knowledge and that:

- **“I am complying with CSM policies and guidelines governing outside interests, conflict of interest and conflict of commitment found in the CSM Faculty Handbook.”**
- **“I do not, nor does any member of my family, have any financial interests in the supplier under consideration.”**
- **“I understand a protest could significantly prolong the time of the procurement.”**

Requestor Signature Date

Purchasing Agent Signature Date

Fund Administrator Signature Date

Business and Finance Director Signature Date