**The Sole Source Justification is to be completed for any non-competitive (direct) purchase in excess of $10,000.00.**

The sole source justification must include one of the following (select all that apply):

☐ Product/service is only available from a single source

☐ Public Emergency Procurement

☐ Federal Awarding Agency Authorization (the awarding agency specifically authorizes a non-competitive procurement after a written request from the Non-federal entity). If the product/service is specifically named in your grant award, provide a copy of the section of the grant naming the requested supplier.

☐ Inadequate competition after multiple attempted solicitations

To ensure the timely processing of your request, please be thorough and submit earliest.

Please complete the following form and return to the appropriate Procurement Specialist. To determine your commodity assigned Procurement Specialist please review the list found at this webpage <https://buy.nd.edu/contact/>

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Sourcing / Program Title: |  |
| Supplier Name: |  |  |  |

The following information is offered for the sole source acquisition of goods or services described on the subject requisition. The purchase has been thoroughly researched and it has been determined that the supplier/brand is the only acceptable supplier/brand for the product or services that will fit the particular need.

The product/service is required to:

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|  |

Description of features or capabilities unique to the supplier/brand being requested as related to project requirements.

* If the product is an enhancement to existing equipment manufactured by the same supplier, provide the University of Notre Dame reference to the existing equipment.
* Describe what is unique about the product/service offered by the requested supplier as compared to the other manufacturers. Provide a list of all other manufacturers of similar equipment that you have evaluated and indicate the features that do not measure up to the requested product/service.

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**Provide a brief description of how your sourcing investigation was conducted.** (Internet, publications, consultations) List all sources identified and investigated to determine that no other source exists for similar products capable of meeting requirements.

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If necessary, provide a side-by-side comparison of the features/service of all other suppliers/brands considered. (List the features or capabilities required for your project and how each supplier investigated does or does not meet those requirements. A table format is recommended.)

**I certify under the penalty of perjury that the above statements are true and correct.**

|  |  |
| --- | --- |
| Project Lead/Sponsor Signature: |  |
| Printed Name: |  |
| Title: |  |
| Date: |  |