

Southern University
Sole Source Justification Form

Items 1-4 for Department Use
Items 5-7 for Vendor's Use

Department _____

Name of Person Submitting Form _____

Title of Above Person _____

- 1) Identify items or services to be approved for Sole Source Treatment: (Use additional sheet if necessary)
- 2) Name of manufacturer of item(s): _____
- 3) Identify single source supplier:
 - A) Name of Supplier _____
 - B) Mailing Address _____
 - C) Phone Number _____
 - D) Fax Number _____
- 4) If purchase related to compatibility with existing equipment, then identify the item(s) and applicable Tag number of State equipment: _____
- 5) Sole Source Considerations (Place a check next to the one that best applies)
 - A) Exclusive Rights...Item under patent or copyright held by a single vendor and item possesses functions or capabilities critical to use
 - B) Property Design...Item possesses a unique function or capacity critical in the use of the item and not available from any other
 - C) Replacement Equipment...The purchase is for equipment associated with use of the existing equipment where compatibility is essential for integrity of results
 - D) Replacement Parts...The purchase is for replacement parts needed for repair of existing equipment where compatibility with equipment from the original manufacturer is paramount
 - E) Replacement Accessories...The purchase is for accessories sought for enhancement of existing equipment where compatibility with equipment from the original manufacturer is paramount
 - F) Technical Service...The purchase is for technical services associated with the assembly, installation or servicing of equipment of a highly technical or specialized nature
 - G) Continuation or Prior Work...Additional item, service or work required, but not known to have been needed when the original order was placed with vendor (need original purchase order#)
 - H) Exclusive Capability...Only one vendor qualified (no other potential vendors)
 - I) Other...Provide details
- 6) Replacement Equipment, Parts or Accessories (Place a check next to the one that best applies)
 - A) The items is manufactured or produced by the supplier and the supplier solely distributes (sells) direct to the customer.
 - B) The item is produced by the manufacturer, but not sold directly to the customer by the manufacturer, and the manufacturer solely distributes the item through a single supplier in the world, Unites States, region, Louisiana or identified market.

Note: If item is available from more than one supplier, the item can be treated as proprietary, but must be competitively solicited from multiple sources of supply.

- 7) I thereby declare the information provided herein to be true and accurate to the best of my knowledge. I understand any false or misleading information may be considered a violation under the Louisiana Procurement Code and can subject me to prosecution and penalty under LaR.S. 39:1679.

Attach: A letter from the vendor on letterhead stating why the service is a sole source.

Signature _____ **Date** _____

Title _____