



Purchasing

202 PCO
Iowa City, IA 52242
319-335-0379

SOLE SOURCE
PURCHASE JUSTIFICATION

Requester: Please respond to all items. Responses which require additional space should be attached to the justification and reference specific paragraph.

JUSTIFICATION

PReq #: _____ PO #: _____ Purchasing Agent: _____

RFQ #: _____ Department: _____

1. DESCRIPTION OF PURCHASE: The manufacturer, model number and/or generic description identifying the specific items(s) required to meet the purpose described below

2. PURPOSE: Provide a brief description of the intended application(s) for the items which are to be purchased.

3a. JUSTIFICATION: Describe all the proprietary performance functions unique to this product or service.
Explain why the particular product or service is the only solution.
Explain why the vendor is uniquely qualified to provide the products or services.

3b. State reasons why other products competing in this market do not meet your needs and/or do not comply with your specifications or needs.

4. EFFORTS TO IDENTIFY OTHER SOURCES: Describe efforts to identify other vendors to furnish the item(s) and why the other vendors would not qualify to submit a competitive quotation. State any vendor contacts you have experienced prior to submitting your requisition, particularly when any vendor may be expecting an opportunity to bid on the purchase.

5. Will this purchase limit the ability of other vendors to compete on future purchases such as supplies, upgrades or replacements?

☐ Yes ☐ No

If yes, provide explanation

CERTIFICATION

The undersigned states that he/she has prepared the above documentation and that the facts and data set forth are complete and accurate to the best of the undersigned's knowledge and belief.

Requester Name and Title	Requester Signature	Date

Department Name