



VENDOR SOLE SOURCE REQUEST FORM

Req # _____

Alabama State University Procurement Department

PO # _____

Sole Source Criteria

The declaration of a "sole source" purchase must be exercised judicially and always with good faith. A good's or service's "uniqueness" alone cannot qualify the producer or supplier of the good or service as a "sole source" under Alabama's competitive bidding laws; instead, to so qualify the good or service offered must be unique; that uniqueness must be substantially related to the intended purpose, use and performance of the good or service sought; the requestor seeking "sole source" justification must show that other similar goods or services cannot perform the desired objectives of the proposed vendor.

Prior to processing a requisition - This form must be completed and submitted to Purchasing when sole source approval is requested for equipment/supplies/services exceeding \$100,000 and/or \$25,000 (Federally Restricted) based on the following:

From Requesting Department: _____

*** Proposed Vendor:** _____ **Price \$** _____

Alabama Bid Law requires that *proposed vendors submit a letter on company stationery, signed by a company executive stating they are the sole source.

Product/Services Description: _____

Consider sole source approval for the following reasons:

Suppliers identified below have also been contacted and their products/services of similar capabilities have been considered:

Vendor #2: _____ **Contact & Phone #** _____

Product/service is not acceptable because _____

Vendor #3: _____ **Contact & Phone #** _____

Product/service is not acceptable because _____

Requester Signature _____ **Printed Name** _____ **Date** _____

Dept. Head Signature _____ **Printed Name** _____ **Date** _____

Procurement Department Approval _____ **Date** _____