

EXAMPLE FORM- IT Equipment & Purchased Services
Based on “One Supplier and One Special Condition”
(See Section 2, 3).

Form Title: *	IT Sole Source Example 1
(Create a short 5-10 letter title for this specific form) -TITLE SERVES AS UNIQUE IDENTIFIER FOR DEPT THAT IS FILLING OUT THIS FORM-	
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Complete the Sole Source Justification Form for IT Equipment and IT Purchased Services for purchases \$10,000 or greater.

Sole Source: Equipment or purchased service(s) available from only one supplier. The equipment or service is one-of-a-kind and is not sold or available through multiple distributors.

Required fields are marked *.

SECTION 1: IDENTIFICATION

6-DIGIT REQUISITION NUMBER:*****

123456

NAME OF SELECTED SUPPLIER:*****

ABC Computers

IS JUSTIFICATION FOR EQUIPMENT OR SERVICE?*****

- ☒ IT Equipment
- ☐ IT Purchased Service

Total Cost: \$12,000

Total Lifetime Cost: \$15,000

Supplier's Hourly Rate:

UNIQUE REQUIREMENT and INTENDED USE:
(Briefly state the unique good/service and its intended use)

Compatibility with existing equipment- Must be same as current 2 servers.

SECTION 2: BASIS FOR IDENTIFYING SUPPLIER AS SOLE SOURCE

- There is one supplier AND at least one of the following conditions is met: (Section 3)
 - Technological compatibility with the current installed base
 - Demonstrated evidence of technical or economic advantage
- The selected supplier is based on one of the following conditions: (Section 4)
 - Law or Grant (funding source) requires a single source
 - Unique Functionality
 - Disaster Recovery

SECTION 3: ONE SUPPLY SOURCE AND ONE CONDITION

What has been done to conclude there is only one supplier source?*

Conducted local market search. ABS is the only vendor that has equip to match existing hardware.

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Must provide explanation of one of the following conditions:*

- What is the technological compatibility with the currently installed base?
- Provide demonstrated evidence of technical advantage.
(May include names of three suppliers that have been reviewed for technical capability/pricing or both.)

Explanation:*

An additional raid server is needed-For compatibility we need it to be identical to the existing server.

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SECTION 4: ONE OF THE FOLLOWING CONDITIONS IS PRESENT

(Due to choice made above, section 4 does not expand)

SECTION 5: DOCUMENTS

Supporting documents must be attached to this form electronically.

1. Click "Choose File" or "Browse" and select the document you wish to upload.
2. Select the supporting document type from the drop-down menu.
3. Click "Attach" to add the file to this form.

Attachments

Choose Document Category...

Attach Document

[ABC Computers Quote.doc](#)

Quote

SECTION 6: ADDITIONAL COMMENTS

Additional Comments:

Need equipment by no later than 2/12/12

SECTION 7: SUBMITTER'S SIGNATURE

By submitting this Sole Source Justification to Purchasing Services, the submitter named below certifies that the information provided is true and accurate for audit purposes.

Name: *

Full Email Address:

Phone:

Save Submit

(Note: Once submitted, form cannot be modified.)