



ROGERS STATE UNIVERSITY

SOLE SOURCE JUSTIFICATION

DATE

REQ. No.

P.O. No.

NAME

VENDOR

DEPT. No.

SECTION I: If one of the listed explanations (A through D) applies, you only need to check the appropriate box. Those descriptions define acceptable justifications. E and F are also acceptable, but added justification should be described in Section II.

- A. **PROPRIETARY:** Item under patent, copyright, or proprietary design.
- B. **REPLACEMENT PARTS:** The procurement of replacement parts or components in support of equipment designed by the manufactureer.
- C. **TECHNICAL SERVICES:** The procurement is for technical service in connection with the assembly, installation, or servicing of equipment of a highly technical or specialized nature.
- D. **CONTINUATION:** Continuation of prior work. Additional work, item, or service required, but not known to be needed when the original order was placed.
- E. **EMERGENCY REQUIREMENT:** Requirements must be met at once. An explanation of urgency, including a description of why procurement is critical and why only the proposed vendor can meet it. A lack of advance planning is not acceptable. (Complete section II.)
- F. **EXCLUSIVE CAPABILITY:** Only one supplier qualified. No other potential suppliers known. (Complete section II.)

SECTION II. NARRATIVE JUSTIFICATION: This must be completed if either explanation (E) Emergency Requirement or (F) Exclusive Capability is identified as justification for sole source procurement. Explain why the identified vendor is recommended. The justification must be completely explained and documented. It is important to be very precise when filling out this section.
