

**Hampton University**  
**SOLE SOURCE PURCHASE JUSTIFICATION FORM**  
**(Attach to Requisition for Purchases exceeding \$2,500)**

This form must accompany the requisition whenever a sole source purchase is requested. Requisitions for goods or services that are to be purchased from a specific vendor or limited to a specific brand, where substitutes to the suggested vendor or brand are unacceptable, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. This justification must be signed by the principal investigator, school dean, or director. The individual signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. University employees are not to make or participate in any purchasing decision that places them in a conflict of interest between their official university duties and any other interest or obligation. University employees who have a business relationship or financial interest (including that of a near relative) in the suggested vendor, must disclose the conflict of interest and can not participate in the decision to sole source the purchase.

REQUESTOR'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

BUDGET INDEX: \_\_\_\_\_

VENDOR NAME: Continuum \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

Description of goods or services being requested:

**REQUESTING SOLE SOURCE** (Sole Source is defined as the source selected when there are no other sources reasonably capable of providing the goods or services except for the one selected.) Your reason for selecting a sole source must be specific and in your own words. Example of a sole source: the goods or services can only be purchased from this vendor or independent contractor, the source offers unique knowledge, experience or technical capabilities; the source demonstrates a unique capability not otherwise available from another source or another reasonable basis for selecting the recommended source for satisfying this requirement.

**REQUESTING SINGLE SOURCE** (Single Source is defined as a source selected specifically by the requester due to the compatibility of equipment, replacement parts, training or some other unique purpose even though other sources are available.) Examples of single source: the source was selected under a previous competitive bid purchase order, provides continuity of service, the prime award is under a government grant/contract and the source is based on urgent need of the agency as supported by sponsor correspondence (attach correspondence), equipment was refurbished or there is another reasonable basis for selecting the recommended source for satisfying this requirement.

1. Please explain, why this is the only product or service that can meet the University's requirements? Uniqueness? Technical Specifications? Established Standards? Compatibility? Please explain in detail and provide supporting documentation if possible.
  
2. What other vendors/suppliers were contacted? Did you consider other products or services with similar capabilities? Indicate the specific brands/models of competitors' products that were investigated and describe why, specifically, they do not meet some, or all, of your needs. Please include the names of the other vendors which were contacted along with phone numbers.
  
3. What efforts have been made to obtain the very best price possible? Why do you feel this price is fair and reasonable? Include supporting documentation to support your position, if applicable.

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

\_\_\_\_\_  
Investigator or Initiator (Please print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Purchasing Department Use Only

\_\_\_ Approved      \_\_\_ Disapproved

\_\_\_\_\_  
Mrs. Hazel Thomas  
Assistant Vice President for Operations