

**Request for Sole Source**

This form is to be completed and submitted with supporting documentation with your requisition to request a sole source procurement. Inadequate justification or documentation for a request for sole source procurement will result in delays or a solicitation of bids. Completion of this form does not guarantee the approval of the procurement request. The Office of Procurement Services reserves the right to solicit competitive proposals, sealed bids, negotiate pricing or to solicit additional information and remains the final authority for any procurement.

# Section I: Department Information

(Person to contact if Procurement Services has questions on this request)

Name:

Department Name:

Department Code (4 Digit):

Phone:

Email:

Is this on federal funds (53)? Yes [ ]  No [ ]

If yes, this request is subject to Federal Uniform Guidance, 2 CFR Part 200 Subpart D, Sections 200.318 – 200.326.

# Section II: Vendor Information

Vendor Name:

Sales Rep Name:

Phone:

Email:

# Section III: Brand Specific Sole Source (Goods Only)

Is the identified brand/model available from more than one source (i.e., more than one dealer/distributor)?

Yes [ ]  If yes, complete sections I, II, III, IV, and VII.

No [ ]  If no, complete sections I, II, IV, V, VI, and VII.

If yes, this will be conducted as a brand specific procurement. Please provide the company names of known sources of supply.

# Section IV: Statement of Business Need

Describe in detail the good or service to be procured and how it meets your research or business need(s).

# Section V: Required Features

Describe the unique features that make this product or service available only from this supplier. What unique design/performance features does this product or provider of service have that are essential to your research or other application? This is not a regurgitation of specifications.

Manufacturer/model of your existing equipment, if applicable.

Provide Kuali document numbers, asset numbers, etc., if applicable.

Is this product or service proprietary? Yes [ ]  No [ ]

If yes, provide documentation showing that the supplier has a patent, copyright, or other legal right which identifies the supplier as a sole source.

# Section VI: Competing Brands

What other goods or providers of service were considered? Specify all brands/models of competitors' products or providers of service that were investigated and describe how they do not meet the listed Required Features for the research application.

Provide supportable evidence that due diligence has been performed in an objective market analysis and proof of fair and reasonable pricing.

# Section VII: Conflict of Interest Statement

*By typing my name below; I certify that all information is truthful, accurate and that there is no real or potential conflict of interest in recommending this good or service as a sole source procurement. In requesting this non-competitive procurement with this vendor, I certify that, to the best of my knowledge, neither the principals, directors, owners, employees nor business associates (including respective family members) of the vendor selected are employees of Colorado State University and/or any agency of the State of Colorado. Such vendors are restricted from contracting with CSU per Federal Uniform Guidance and C.R.S. 24-18-201.*

 Employee Name:

 Date: