



SOLE-SOURCE/ PROPRIETARY JUSTIFICATION FOR SERVICES

This questionnaire has been designed to assist faculty and staff in providing information necessary in the processing of requests for a sole-source or proprietary purchase of services. Please complete and forward to Unit Purchaser. If more space is needed, please attach additional page(s).

Purchasing Requisition Number:

Requested Service Provider:

1. Identify the special and or/unique qualifications of the individual/company and the reason that such qualifications are necessary in the performance of the project requirements:

2. Identify all other sources that have been considered for this project and why they were found unsatisfactory (Attach any quotes/proposals received from any other sources, if applicable):

By submitting this form, submitter certifies that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source or proprietary procurement.

Signature of individual completing this form

** To be submitted for all requests over \$25,000.00