



**SOLE SOURCE/ PROPRIETARY JUSTIFICATION FOR PRODUCTS**  
**Form to be submitted for all requests over \$25,000.00**

This questionnaire has been designed to assist faculty and staff in providing information necessary in the processing of a request for a sole-source or proprietary procurement.

Item Manufacturer: \_\_\_\_\_

Item Description: \_\_\_\_\_

Model Number: \_\_\_\_\_

1. Identify the features or characteristics which are unique to the requested product(s):
  
  
  
  
  
  
  
  
  
  
2. Briefly explain the need for the unique features or characteristics. (This explanation must address the critical importance of the unique or characteristics as it applies to its intended use and/or purpose in your operation.):
  
  
  
  
  
  
  
  
  
  
3. Identify all other sources whose product(s) have been reviewed and why they are not satisfactory (Attach any quotes/proposals received from other sources, if applicable):
  
  
  
  
  
  
  
  
  
  
4. Give Brand and Model number of existing equipment if product will be used with existing equipment:

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. Submitter also understands that any resulting purchase order will be posted on a public website and it is the requestor's responsibility to verify that this is a proprietary product.

**Signature of person submitting Sole Source document**