

**UNIVERSITY OF MAINE SYSTEM
SOLE SOURCE JUSTIFICATION**

Pursuant to the policies of the University of Maine System, the University must procure all material, equipment, supplies and services via competitive means whenever practicable. However, the University may waive the competitive process and approve sole source procurement provided the requestor can adequately justify its use. In cases where an alternate supplier for a similar product or service cannot be identified, the requestor must document that a good faith effort has been made in seeking other sources. A listing of the unique technical specifications required of the product and the companies that were contacted in the search for alternate sources is necessary. Purchasing Agents may use this information in conducting their own market search. Sole source justification cannot be based on quality or price.

University employees may not have a financial interest in any contract entered into by the University except in circumstances approved in advance, in writing, by the appropriate University official as further described in APL VII-B, *Procurement Standards of Conduct*.

All sole source justifications are subject to public review; other suppliers may have the opportunity to review the justification and protest the purchase if they feel the justification is not adequate or based on valid grounds. Therefore, the justification must contain clear, in depth and accurate information in order to avoid the possibility of delaying the procurement.

INSTRUCTIONS

- 1) Please type or print legibly.
- 2) Complete all categories and sections that apply.
- 3) Provide full explanation, complete descriptions, and/or list all relevant reasons where space has been provided. Sole Source Justification forms lacking sufficient detail cannot be approved.
- 4) Sign and date the form at the end and forward to your Campus Purchasing Authority for approval.

Authority for approval:

STATEMENT

I, _____ Phone _____,
Name of Principal Investigator, Requestor or End-User (please print)

am aware that the University of Maine System policy mandates that the University procure all material, equipment, services, and supplies via competitive means whenever practicable. However, I am requesting sole source procurement based on the following criteria (attach additional sheets as necessary):

Requested product/service/estimated price: _____

Source: _____

1. The requested product has unique design/performance specifications which are essential to my research, protocol or other needs and are not available in comparable products. **BOTH SECTIONS A & B OF THIS CATEGORY MUST BE ANSWERED.**

A. These capabilities are: _____

B. In addition to the product requested, I have contacted other suppliers identified below and considered their products or similar capabilities. These products are not acceptable because they are lacking one or more of the technical specifications described in A above:

1. Vendor: _____
Product Description: _____
Vendor Contact/Phone Number: _____
Technical Deficiency: _____

2. Vendor: _____
Product Description: _____
Vendor Contact/Phone Number: _____
Technical Deficiency: _____

2. The requested product is an integral repair part or accessory compatible with existing equipment.

A. Describe existing equipment: _____
Manufacturer/Model Number: _____ Age/Current Value: _____
Estimated remaining life span: _____

B. Requested Equipment/Accessory/Part: _____
Manufacturer/Model Number: _____
Explain relationship between current equipment and requested equipment: _____

3. The requested product or service is essential in maintaining experimental or administrative continuity. Provide a thorough explanation in "Explain in detail" section.

_____ Requested product or service is being used in continuing experiments;
_____ Other investigators have used this product or service in similar research and for comparability of results, I require it;
_____ The use of another would require considerable time and money to evaluate.

Explain in detail: _____

4. The requested product is one with which I (or my staff) have specialized training and/or extensive experience. Retraining would incur substantial cost in money and/or time.

Manufacturer/model of existing equipment: _____

Age/Current Value: _____

Estimated hours/per person required to re-train: _____

Number of persons requiring retraining: _____

Other factors: _____

5. Other factors not addressed above which may assist in the sole source justification review process are: _____

AUTHORIZATION

Department Head

Date

Strategic Procurement Review

Date

Campus Chief Financial Officer (*if over \$50,000*)

Date

UMS Chief Procurement Officer (*if over \$50,000*)

Date