



## SOLE SOURCE CERTIFICATE AND POSTING NOTICE

Sole Source procurement is when you make a request to purchase product(s) and/or service(s) without competition when competition is otherwise required. This means that product/service is unique and that the vendor is the only one from whom the product/service can be provided. In accordance with the authority granted under applicable Florida Law and Regulation UCF-7.130, the following documentation is submitted in support of this request.

The purchase requisition can be entered into UCF Financials at any point during the process set forth herein; however, doing so does not ensure approval of the sole source.

The completed sole source must be approved in the following order:

- PI/Researcher/Director/Chair
- President/Vice President/Dean
- Procurement Specialist
- Procurement Services Director or designee, who will review and provide a recommendation to approve or disapprove the sole source to:
- Vice President for Administration and Finance and Chief Financial Officer, who will either directly approve or disapprove the sole source, or forward it to the Provost and Executive Vice President for input prior to making the final decision.

Contingent upon the approval of all the officers/individuals listed, the sole source shall be posted on the Procurement Services Department's bulletin board for seventy-two (72) business hours. Upon expiration of said posting period, Procurement Services will process a purchase order upon receipt of the requisition.

**The usual bidding process shall be conducted if sole source approval is not granted.**

**PART I: DEPARTMENT AND VENDOR INFORMATION**

Department Name: \_\_\_\_\_

Contact & Phone: \_\_\_\_\_

Purchase Request No.: \_\_\_\_\_

Product/Service Cost: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Product and/or Service: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State and Zip: \_\_\_\_\_

**PART II: SOLE SOURCE JUSTIFICATION**

**All of the below listed points MUST be fully answered on a separate sheet, which MUST be attached to this form.**

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.
2. (A) State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.  
  
(B) State why the product(s) and/or service(s) are available from only one source and how that determination was made. Explain the research conducted to support this claim.  
  
(C) Provide an explanation to support the belief that the price is fair and reasonable.

**PART III: SOLE SOURCE CERTIFICATIONS**

- A. In my professional opinion this is the only product or service that can reasonably meet my requirement(s)/ specification(s) and this is the only supplier who can provide the product or service. I further certify that the information contained herein is true and correct to the best of my knowledge and belief and would withstand any audit or vendor protest.
- B. I, the undersigned, certify that I and/or the user do not have a financial interest in the above named vendor or contractor and that I am unaware of any conflict of interest related to this purchase.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name and Title (PI/Researcher/Director/Chair) Date**

I, the undersigned hereby concur with the above justification and authorize the acquisition of the above product(s) and/or service(s) on a sole source basis.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name and Title (President/Vice President/Dean) Date**

(Delegations not allowed; email from absent approvers acceptable)

I, the undersigned hereby concur with the above justification and support a sole source approval for the above product(s) and/or service(s).

\_\_\_\_\_  
**Signature**                      **Printed Name and Title (Procurement Specialist)**                      **Date**

I, the undersigned hereby concur with the above justification and authorize the acquisition of the above product(s) and/or service(s) on a sole source basis.

\_\_\_\_\_  
**Signature**                      **Printed Name and Title (Procurement Services Director/Designee)**                      **Date**

I, the undersigned hereby concur with the above justification and authorize the acquisition of the above product(s) and/or service(s) on a sole source basis.

\_\_\_\_\_  
**Signature**                      **Printed Name and Title (Vice President of Administration and Finance and Chief Financial Officer)**                      **Date**

**POSTING NOTICE**

\_\_\_\_\_  
**Date/Time Posted**                      **Posting End Date**                      **UCF Control No.**                      **Procurement Specialist**