



SOLE SOURCE CERTIFICATE AND POSTING NOTICE

A 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 supplier is the only supplier that can provide the product or service. In accordance with the authority granted under applicable Florida law and UCF Regulation 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. **Please be sure to obtain all required signatures before submitting the form to Procurement Services.**

- PI/Researcher/Director/Chair
- President/Vice President/Dean
- Procurement Specialist
- Procurement Services Associate Director
- Assistant Vice President for Tax, Payables & Procurement, who will review and provide a recommendation to approve or disapprove the sole source to:
- Chief Financial Officer, who will either directly approve or disapprove the sole source, or forward it to the Provost and Executive Vice President for goods/services related to academia 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 UCF Procurement Services website for seventy-two (72) business hours. Upon expiration of said posting period, Procurement Services will process a purchase order upon receipt of the requisition.

Once the completed sole source is received, Procurement Services reviews the documentation provided and determines whether the sole source is valid or if there are additional suppliers that may be able to provide the requested product or service. The sole source review and approval process varies based on the nature of the product/service being requested and the information provided in the requestor's justification, among other factors, so please keep this in mind when submitting the form.

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

PART I: DEPARTMENT AND SUPPLIER 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 (see pages 4-5)

Only justifications submitted on this form and in the below format will be reviewed for approval. All of the below listed points MUST be fully answered on the following pages and any additional attached pages as needed. Failure to submit justification as outlined in the format below will result in the form being returned without review.

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.
2. State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.
3. 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.
4. 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 supplier protest.
- B. I, the undersigned, certify that I and/or the user do not have a financial interest in the above named supplier 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; emails from absent approvers are 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 support the acquisition of the above product(s) and/or service(s) on a sole source basis.

Signature

**Printed Name and Title
(Procurement Services Associate Director)**

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
(Asst. Vice President for Tax, Payables & Procurement)**

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 (Chief Financial Officer)

Date

POSTING NOTICE

Date/Time Posted

Posting End Date

UCF Control No.

Procurement Specialist

SOLE SOURCE JUSTIFICATION

Please answer the questions below and attach additional documentation if needed.

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.

2. State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.

SOLE SOURCE JUSTIFICATION

3. 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.

4. Provide an explanation to support the belief that the price is fair and reasonable.