



## 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.

**From:** [Gerald Hector](#)  
**To:** [Gina Bazile](#); [Joel Levenson](#)  
**Cc:** [Brian Sargent](#)  
**Subject:** RE: Sole Source - Hanover Research LLC  
**Date:** Monday, February 21, 2022 11:35:15 AM  
**Attachments:** [image001.png](#)

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Gina:

We spoke. We are good to go with this one.

Regards,

Gerald L. Hector  
Senior Vice President  
Administration and Finance  
University of Central Florida  
4635 Andromeda Loop N  
MH384  
Orlando, FL 32816  
Tel: (407) 823-1063  
Email: [gerald.hector@ucf.edu](mailto:gerald.hector@ucf.edu)

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**From:** Gina Bazile <[gina.bazile@ucf.edu](mailto:gina.bazile@ucf.edu)>  
**Sent:** Monday, February 21, 2022 11:26 AM  
**To:** Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>  
**Cc:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>; Gerald Hector <[Gerald.Hector@ucf.edu](mailto:Gerald.Hector@ucf.edu)>  
**Subject:** RE: Sole Source - Hanover Research LLC

Hello Joel,

I am following up on below. Were you able to further discuss with Gerald Hector? I'd like an update on the matter.

**Sincerely,**

**Gina Bazile, MBA, CAPM**  
Procurement Services  
[gina.bazile@ucf.edu](mailto:gina.bazile@ucf.edu)



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**From:** Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>  
**Sent:** Tuesday, February 15, 2022 9:46 PM  
**To:** Gerald Hector <[Gerald.Hector@ucf.edu](mailto:Gerald.Hector@ucf.edu)>

**Cc:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>; Gina Bazile <[gina.bazile@ucf.edu](mailto:gina.bazile@ucf.edu)>  
**Subject:** RE: Sole Source - Hanover Research LLC

NP. I'll reach out to you when I'm free!

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**From:** Gerald Hector <[Gerald.Hector@ucf.edu](mailto:Gerald.Hector@ucf.edu)>  
**Sent:** Tuesday, February 15, 2022 9:44 PM  
**To:** Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>  
**Cc:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>; Gina Bazile <[gina.bazile@ucf.edu](mailto:gina.bazile@ucf.edu)>  
**Subject:** Re: Sole Source - Hanover Research LLC

Joel:

That is fine. Thanks for all you do.

Regards,

Gerald

Sent from my iPhone

On Feb 15, 2022, at 8:27 PM, Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)> wrote:

Happy to talk this one through with you. I'm giving the IRS the campus tour tomorrow morning and will be in meetings with them and HR most of the afternoon. Are you free around lunchtime for me to call your cell?

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**From:** Gerald Hector <[Gerald.Hector@ucf.edu](mailto:Gerald.Hector@ucf.edu)>  
**Sent:** Tuesday, February 15, 2022 5:28 PM  
**To:** Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>  
**Cc:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>; Gina Bazile <[gina.bazile@ucf.edu](mailto:gina.bazile@ucf.edu)>  
**Subject:** RE: Sole Source - Hanover Research LLC

Joel:

Can we discuss this one at your earliest convenience? I know Hanover Research has competitors in general, so I am trying to get a sense of why their online searchable item is so unique? I just want to understand this some more.

Regards,

Gerald L. Hector  
Senior Vice President  
Administration and Finance  
University of Central Florida  
4635 Andromeda Loop N  
MH384  
Orlando, FL 32816  
Tel: (407) 823-1063  
Email: [gerald.hector@ucf.edu](mailto:gerald.hector@ucf.edu)

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**From:** Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>  
**Sent:** Tuesday, February 15, 2022 12:08 PM  
**To:** Gerald Hector <[Gerald.Hector@ucf.edu](mailto:Gerald.Hector@ucf.edu)>  
**Cc:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>; Gina Bazile <[gina.bazile@ucf.edu](mailto:gina.bazile@ucf.edu)>  
**Subject:** FW: Sole Source - Hanover Research LLC

Gerald,

I support this sole source as well for Hanover Research. They continue to be the only provider able to meet the department's needs.

If you agree, reply all and indicate as such. If you have further questions, let us know.

Thank you,

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**From:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>  
**Sent:** Tuesday, February 15, 2022 11:20 AM  
**To:** Joel Levenson <[Joel.Levenson@ucf.edu](mailto:Joel.Levenson@ucf.edu)>  
**Cc:** Gina Bazile <[gina.bazile@ucf.edu](mailto:gina.bazile@ucf.edu)>  
**Subject:** FW: Sole Source - Hanover Research LLC

Hi Joel,

I support this sole source to Hanover Research for the College of Science department for the reasons below. To further support the sole source nature of this purchase, UCF has approved sole sources to Hanover in the past and they have been working on the grant with COS since 2000.

Please approve/disapprove and let me know if you have any questions.

Regards,

Brian



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**From:** Gina Bazile <[gina.bazile@ucf.edu](mailto:gina.bazile@ucf.edu)>  
**Sent:** Friday, February 11, 2022 4:46 PM  
**To:** Brian Sargent <[Brian.Sargent@ucf.edu](mailto:Brian.Sargent@ucf.edu)>  
**Subject:** Sole Source - Hanover Research LLC

Brian -

Please review the attached sole source request from the College of Science department.

Product/Service: Hanover Research is an industry leader in supporting institutions in programmatic and academic research development.

<https://www.hanoverresearch.com/>

Supplier: Hanover Research LLC  
Cost: \$42,900

Hanover Research LLC is the only supplier capable to meet the below requirements:

- Help increase capacity and expertise in order to pursue external funding more effectively
- Unique subscription-based model grants unlimited access to grant development support and on-demand assistance
- Provide access to Hanover's research archive

Other researched company:

- EAB
- McAllister & Quinn
- Pearson

Supporting documentation:

- EAB is a leader in broad academic research development. However, they do not conduct Grant Proposal Development like Hanover. Also, the grant project has been ongoing since 2000 and reaching out to another vendor to continue would add further delay.
- Previous approved sole sources for the same project:
  - #2000 valued at \$99,000
  - #2110 valued at \$70,000

**Sincerely,**

**Gina Bazile, MBA, CAPM**  
Procurement Services

[gina.bazile@ucf.edu](mailto:gina.bazile@ucf.edu)  
<image001.png>