



## SOLE SOURCE CERTIFICATE AND POSTING NOTICE

(Greater than \$150,000)

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 Workday 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 Manager or 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) 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: \_\_\_\_\_

One Time Purchase  Term Contract: \_\_\_\_\_

Multiple Purchases  Duration: \_\_\_\_\_

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

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

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

**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 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.**

**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**

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

\_\_\_\_\_  
**Printed Name and Title (President/Vice President/Dean)**  
(Delegations not allowed; emails from absent approvers are acceptable)

\_\_\_\_\_  
**Date**

I, the undersigned, hereby concur with the above justification and support a sole source approval for the above product(s) and/or service(s). Approvals may be documented and supported via email.

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

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

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Printed Name and Title  
(Procurement Services Manager or Associate Director)**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Printed Name and Title  
(Asst. Vice President for Tax, Payables & Procurement)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**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. Describe the required specifications or requirements and why are they essential to the accomplishment of your work.

Provide the names of other suppliers, products and/or services that you have investigated and explain why they do not meet the required specifications or requirements. It may be helpful to present your information in a table like the one below.

<b>Required Specifications</b>	<b>Supplier 1</b>	<b>Supplier 2</b>	<b>Supplier 3</b>	<b>Supplier 4</b>
	Y/N	Y/N	Y/N	Y/N
	Y/N	Y/N	Y/N	Y/N
	Y/N	Y/N	Y/N	Y/N
	Y/N	Y/N	Y/N	Y/N

3. State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements. Description may include unique features, compatibility, specifications, availability, delivery time frame etc. (For example, please list the features or special conditions that are unique and only available from one supplier. Note: Price is not a valid reason.)

4. Are there resellers or distributors? If yes, please list names and contact information.

5. Will this purchase obligate UCF to this vendor for future purchases such as maintenance, licensing, or continuing need? \_\_\_ Yes \_\_\_ No

If yes, please provide details regarding future obligations and/or needs to include number of years and total spending amount of obligations:

6. What efforts have been made to obtain the best pricing available? Please provide an explanation to support the belief that the price is fair and reasonable.