JUSTIFICATION FOR SOLE SOURCE PURCHASE

REQUISITION NUMBER ____________________________ DATE ____________________________

DEPARTMENT: ________________________________ AREA/ORG # ____________________________

SUGGESTED VENDOR

____________________________________________________________________________________

ITEM DESCRIPTION AND REASON FOR SOLE SOURCE:
(MAY ALSO BE ATTACHED AS A MEMO)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

TECHNICAL CHARACTERISTICS:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

REASON FOR REQUESTING SOLE SOURCE:
( ) ITEM MUST MATCH EXISTING EQUIPMENT, WHICH IS:

____________________________________________________________________________________

( ) ITEM IS A REPAIR PART FOR EXISTING EQUIPMENT, WHICH IS:

____________________________________________________________________________________

( ) ITEM IS TO BE ATTACHED TO EXISTING ITEM, WHICH IS:

____________________________________________________________________________________

( ) TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS BECAUSE:

____________________________________________________________________________________

( ) NO OTHER MANUFACTURER OF THIS TYPE OF PRODUCT EXISTS

( ) OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM REQUIREMENTS:

MANUFACTURER’S NAME: ____________________________

REASON: ______________________________________

MANUFACTURER’S NAME: ____________________________

REASON: ______________________________________

MANUFACTURER’S NAME: ____________________________

REASON: ______________________________________

( ) OTHER ____________________________

SIGNATURE AND TITLE OF REQUESTER

This page is completed only by Purchasing & Business Services
BY PURCHASING: (MUST PERFORM PRICE OR COST ANALYSIS)

PRICE ANALYSIS PERFORMED ( )

BASED ON:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

B) COST ANALYSIS PERFORMED ( )

BASED ON:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

I, ____________________________________________, AUTHORIZED BUYER, CONCLUDE THE FOLLOWING:

( ) SOLE SOURCE JUSTIFICATION IS ADEQUATE AND PURCHASE IS AUTHORIZED WITHOUT COMPETITIVE BIDDING.

( ) SOLE SOURCE JUSTIFICATION IS INADEQUATE AND REQUISITION IS RETURNED TO DEPARTMENT.

________________________________________  __________________________________
BUYER                                     DIRECTOR OF PURCHASING/
                                               ASSOCIATE DIRECTOR OF PURCHASING
CONFLICT OF INTEREST AND FEDERAL DEBARRED LIST CERTIFICATION

_____________________
(date)

Purchasing and Business Services
Arizona State University
PO Box 870401
Tempe, AZ 85287-0401

1. The undersigned certifies that to the best of his/her knowledge: (check only one)

  ( ) There is no officer or employee of Arizona State University who has, or whose relative has, a substantial interest in any contract resulting from this request.

  ( ) The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included as an attachment to this certification.

2. The undersigned further certifies that their firm (check one) _____ IS or _____ IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action. The debarred list (List of Parties Excluded From Federal Procurement and Nonprocurement Programs) is at http://epls.arnet.gov on the Web.

____________________________
(firm)

____________________________
(address)

____________________________
(signature required)

____________________________
(phone no.)

____________________________
(print name)

____________________________
(fax no.)

____________________________
(title)

____________________________
(fed. tax id no.)
PLEASE CHECK THE APPROPRIATE BOX:

1. ( ) Established Catalog or Market Price Warranty

   Seller warrants that the prices for the goods and/or services covered in this quotation/proposal are based upon the established catalog or market prices of commercial item(s) or services sold in substantial quantities to the general public. The date and title of applicable established catalog or market price list is:

   __________________________________________________________

   Please include a copy of the applicable page(s) of your catalog or price list with this document.

2. ( ) Lowest Price Warranty

   Seller warrants that the prices set forth in their quotation/proposal do not exceed those charged by seller to any other educational customers purchasing the same item(s) and/or services in like or comparable quantities.

3. ( ) Used Equipment Price Warranty

   Seller warrants that prices set forth for used equipment in their quotation/proposal (rfp) do not exceed those charged by the seller to any other educational customers purchasing the same item(s) in like or comparable quantities. If this box is checked, please include a cost comparison quotation for the same or like new equipment and show the educational discount on both the used or new equipment.

   NOTE: If more than one box is checked, Seller shall specify which of the above boxes is applicable to each item listed on seller’s quotation/proposal. If none of the above boxes are applicable, please submit detailed cost or price data sufficient for us to determine the reasonableness of your proposed price.

Authorized Signature: __________________________________________

By: ________________________________________________________

Printed Name: _____________________________________________

Title: ______________________________________________________

Date Signed: _______________________________________________