

SOLE SOURCE PURCHASE JUSTIFICATION

All purchases made by a University, having an estimated cost in excess of One Hundred Thousand Dollars per transaction shall be based on sealed, competitive bids. "...A Contract may be awarded for a Material, Service, Construction, or Construction Service without competition if the Procurement Officer determines in writing that there is only one source for the required Material, Service, Construction, or Construction Service. The Procurement Officer may require the submission of cost or pricing data in connection with an Award under this subsection. Sole Source Procurement shall be avoided except when no reasonable alternative source exists. A written determination of the basis for the Sole Source Procurement shall be included in the contract file." (Excerpt from the Arizona Board of Regents' University Procurement Code, 3-803 C.2.)

SUPPLIER: _____ **DEPARTMENT:** _____

DESCRIPTION – General description of product or service and its purpose

CHARACTERISTICS OF REQUIRED ITEM/SERVICES – Describe what is unique about the product or services and why the unique feature(s) is required

REASON FOR SOLE SOURCE / WHY IS THIS SUPPLIER THE ONLY SOURCE? (can also be attached as a memo)

- () 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: _____
- () No other manufacturer of this type of product exists; (supporting documentation to be provided).
- () Other manufacturers of this type of product do not meet our minimum requirements/ technical characteristics.

Manufacturer's Name: _____

Reason: _____

Manufacturer's Name: _____

Reason: _____

() Other: _____

METHOD USED TO DETERMINE THAT ONLY ONE SOURCE EXISTS

Describe the method used to determine there is no other supplier that will meet the need, and provide evidence

REQUESTER TITLE

REQUESTER SIGNATURE

This page is completed only by Purchasing & Business Services

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

BUYER SIGNATURE

PROCUREMENT DIRECTOR SIGNATURE

TITLE

TITLE

DATE

DATE



CONFLICT OF INTEREST CERTIFICATION

(Date)

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 below or as an attachment to this certification.

(Email address)

(Address)

(Signature required)

(Phone)

(Print name)

(Fax)

(Print title)

(Federal Taxpayer ID Number)

PRICE WARRANTY

SUPPLIER: _____
ADDRESS: _____

QUOTE/RFP#: _____
RX #: _____
DATE: _____

PLEASE CHECK THE APPROPRIATE BOX:

1. Established Catalog or Market Price Warranty

Contractor or Supplier 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. 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

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

3. Used Equipment Price Warranty

Contractor or Supplier warrants that prices set forth for used equipment in their quotation/proposal do not exceed those charged by the Contractor or Supplier 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.

4. Consulting Services Price Warranty

Consultant warrants that the costs proposed for this engagement do not exceed those charged to other educational customers for similar engagements.

NOTE: If more than one box is checked, Contractor, Supplier, or Consultant 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 (Supplier):

By: _____

Printed Name: _____

Title: _____

Date Signed: _____