SOLE SOURCE REQUEST FORM

Item Description ___________________________________ Requisition #__________

Vendor_________________________________ Fund Acct. # __________________

University policy requires that competitive bids be obtained by Procurement Services from at least three (3) qualified vendors, when available, for all orders totaling $5,000 or more.

Any deviation from this policy requires written justification, and evidence, from the requisitioner to Procurement prior to commitment of an order. If you believe there is justification to request, in lieu of competitive bidding, a specific product brand name, a specific manufacturer, of a product or service, you must print out this form, complete it, and send it to Procurement by email to the designated buyer, or to purchase@bc.edu, or fax the form to 2-2369.

Your evaluation of the product and/or supplier, and their relevance to your research or work, must be detailed in the explanation section. Do not communicate with suppliers until Procurement finalizes all negotiations and contracts.

REASON FOR SOLE SOURCE REQUEST

____ Only known product of its kind
____ Only known supplier of the product.
____ Sub-Award/Sub-Contract – Use of specific vendor is identified as a requirement of the sponsored project award.

____ OTHER: _____________________________________________________________

CHECK ALL THAT APPLY (EXPLAIN REASONS BELOW):

____ Uniqueness of a product (explain your research/work requirements and the relevance of the product).
____ Critically important features (detail the features and your research of comparable items).
____ Continuity of existing research/work
____ Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor
____ Compatibility with existing equipment
____ Other – Explain below

List Evidence Provided for Justification (include items such as committee research, responses from the vendors solicited, etc.)

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Business Manager’s/ PI’s Signature ___________________________ Date ________________

In signing this form, I certify that I have read, and understand, the University Conflict of Interest Policy, found at www.bc.edu/conflictofinterest, and that I will not purchase from, or influence others to purchase from, any entity from which I may gain a financial, employment, consulting or other business relationship.

Procurement Buyer’s Approval Signature ___________________________ Date ______________

BCPO05 (3.10ed.)