Date: May 22, 2014

To: Procurement Officer

From: Your Name and Title here

Re: Sole Source Purchase

The items identified on purchase requisition R\_\_\_\_\_\_\_\_\_\_\_ can only be purchased from NAME OF VENDOR.

**Explain why only this vendor is acceptable, such as:**

* **Compatibility of equipment, accessories, or replacement parts is a paramount consideration and is available only from one source.**
* **Maintenance service or replacement parts are only available from the manufacturer, or from the agent named by the manufacturer as the authorized source. NOTE: It is not valid to accept the supplier’s statement that he/she is the single authorized agent for a manufacturer. Confirmation must be received from the manufacturer directly.**
* **A particular supplier’s item is needed for trial use or testing.**
* **It is necessary to preserve a warranty.**
* **There exists only one known source of expertise required to perform a specific professional service, and the expertise lies with a specific named individual to whom the contract will be issued. This is in contrast to the overall expertise of a professional firm or company in competition with other similarly qualified firms.**
* **A contract exists for similar items or services wherein the additional items could be reasonable purchased or negotiated within the scope of the existing contract, and it is in the best interest of the University to do so.**

**Example:**

The items identified on purchase requisition R\_\_\_\_\_\_ are needed for trial use and testing of alternate mass data storage solutions for OIT Desktop Support needs. The items listed must be of Super Micro manufacture and supported by Safari Micro to be considered for testing.

Considerations such as consistency with existing University network systems, configurations and future enterprise and department goals will be leveraged in summary evaluation.