Justification for Sole Source

The University of Chicago Central Procurement Services 773-702-3320

Purchase Request/Agreement # ________________________________

Note: ALL QUESTIONS MUST BE ANSWERED. Answers which require additional space should be attached to this justification with reference to the specific question number. Additional documents that pertain to these questions may also be attached with reference to the question number.

1. DESCRIBE THE ITEM OR SERVICE REQUIRED TO MEET THE MINIMUM NEED:

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2. IF THIS PURCHASE IS RESTRICTED TO A SINGLE SOURCE, PLEASE IDENTIFY THE SOURCE BY COMPANY NAME AND ADDRESS (INCLUDING TELEPHONE NUMBER AND CONTACT PERSON).

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3. WHY IS THIS ITEM OR SERVICE RESTRICTED TO THE PROPOSED VENDOR?
   a. In general, what is there about the item or service which requires that it be procured only from a single source? Why is the manufacturer or source cited in paragraph 2, uniquely qualified to provide the required item or service?

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3b. Describe any efforts to identify other sources to furnish the required item or service. If other sources were contacted, identify these sources, including names and related contact information, as well as the results of the contact. If no efforts were undertaken, state the reasons for not doing so.

3c. Are the specifications for the item or service proprietary to the single source? If so, how was this determined?

3d. When is the item or service actually required (give nearest approximate date)? What will be the impact if the item is not received or the service not furnished by the stated date, if any?

3e. What costs will be incurred for the project if the required item or service is delayed pending the development of adequate specifications or work statements? (Delay in commencing or continuing research, estimated cost of delay, if possible, or impact on other programs on which this project depends.)

3f. Can generic specifications which set forth the minimum requirements for the needed item or service be developed?
3g. Is this requirement a result of an unsolicited proposal to furnish the item or provide the service by the intended contractor?  
• Yes  • No  If Yes, please provide a copy of the proposal.

4. WHEN WAS THE NEED FOR THIS ITEM OR SERVICE FIRST DETERMINED?

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4a. What advanced planning was undertaken to identify the need for the item or service?

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4b. Did an absence of advanced planning result in the restriction of the purchase to the single source in question #2 above?  
• Yes  • No  Please Explain.

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5. WHAT STEPS ARE BEING TAKEN TO INSURE THAT FUTURE ACQUISITIONS OF THIS ITEM OR SERVICE ARE MADE COMPETITIVELY? (If the requirements is a one-time purchase only please state that no future buys are anticipated.)

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CERTIFICATION FROM THE REQUESTER

The undersigned states that he/she has prepared the above documentation and that the facts and data set forth are complete and accurate to the best of the undersigned's knowledge and belief.

NAME AND TITLE (Please type or print)

DEPARTMENT                                      PHONE                        DATE

SIGNATURE

Attached Documents?  
• Yes  • No

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