



**Lewis & Clark College
SPARC OFFICE**

SOLE SOURCE REQUEST FORM

Purpose: Use this form when it is not possible to obtain an adequate number of quotations because only one source exists or only one supplier can fulfill requirements for purchases in excess of \$10,000 made with federal funds. Also see [Procurement Guidelines](#) for Sponsored Projects.

1

Project Information					
PI/PD First Last Name		Department	Sponsor	Project Start Date	Project End Date
Project Title					
Vendor		Item Description:			
School	Requisition #	GL #			

Competitive quotes or bids must be obtained for all orders totaling \$10,000 or more. Any deviation requires written justification and evidence from the requisitioner prior to commitment of an order. If there is justification to request, in lieu of competitive bidding, a specific product brand name, or a specific manufacturer of a product or service, please complete this form and attach it to the Purchase Request/Requisition. Your evaluation of the product and/or supplier, and their relevance to your research or work, must be detailed in the explanation section.

2

Reason for Sole Source Request
<p>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. 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.)</p>

I have reviewed the College's [Group Purchasing Organizations List](#) and have determined that there are no additional vendors for this product or service. Further, in signing this form, I certify that the above is true to the best of my knowledge. I also certify that I have read, and understand, Lewis & Clark's [Code of Ethics Policy](#), 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.

3

Approval		
Budget Manager	Signature	Date
Purchasing Manager	Signature	Date