

University of Richmond Procurement Office  
**Sole Source Justification**

A sole source purchase is required when only one vendor can satisfy the requirement. Price is not the determining factor in sole source vendor selection.

Use this form as an aid for documenting sole source purchases. This form and the written quotation should be attached to the purchase requisition for single source purchases over \$5,000.

**Purpose:** completing this form is intended to document that only one source is practically available for the product or service requested.

Proposed Vendor: \_\_\_\_\_

Product Description: \_\_\_\_\_

Estimated Price: \_\_\_\_\_

**I. The product or service is an integral part, service or accessory compatible with existing equipment.**

A. Existing equipment: \_\_\_\_\_

B. Requested Equipment/Accessory/Part/Service: \_\_\_\_\_

**II. The product or service has unique design/performance specifications that are essential to my needs and are not available in comparable products.**

A. These capabilities are: \_\_\_\_\_

B. I have contacted other suppliers and considered their product/service of similar capabilities. These products are not acceptable because they are lacking one or more of the specifications described in A above:

1. Vendor: \_\_\_\_\_  
Product Description and deficiency: \_\_\_\_\_

2. Vendor: \_\_\_\_\_  
Product Description and deficiency: \_\_\_\_\_

**III. The product or service is standardized with investment in special training, products and/or extensive experience.**

Explain: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**If grant related**

Grant Application to: \_\_\_\_\_ (Funding source) Due: \_\_\_\_\_