"SOLE SOURCE PURCHASE JUSTIFICATION"  
RIGHT STATE UNIVERSITY  

Requester: Please respond to all items. Responses which require additional space should be attached to this justification and reference specific paragraph. Please type your responses or generate them by computer.

JUSTIFICATION

1. DESCRIPTION OF PURCHASE: The Manufacturer, model number and/or generic description identifying the specific item(s).

2. PURPOSE: Provide a brief description of the intended application(s) for the items which are to be purchased.

3a. JUSTIFICATION: Describe all the proprietary performance functions unique to the product or service.  
Explain why the particular product or service is the only solution.  
Explain why the vendor is uniquely qualified to provide the products or services.

3b. State reasons why other products competing in this market do not meet your needs and/or do not comply with your specifications or needs.

4. EFFORTS TO IDENTIFY OTHER SOURCES: Describe efforts to identify other vendors to furnish the item(s) and why the other vendors would not qualify to submit a competitive quotation. State any vendor contacts you have experienced prior to submitting your requisition, particularly when any vendor may be expecting an opportunity to bid on the purchase.

5. Will this purchase limit the ability of other vendors to compete on future purchases such as supplies, upgrades or replacements?  
☐ No  ☐ Yes  If yes, provide explanation

CERTIFICATION

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

<table>
<thead>
<tr>
<th>Requester Name and Title</th>
<th>Requester Signature</th>
<th>Date</th>
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7/31/02