

APPENDIX A

OFFICE OF PROCUREMENT  
SOLE SOURCE JUSTIFICATION FORM

PURPOSE

*This form, with one or more categories completed, must accompany requisitions for the sole procurement of services or supplies exceeding \$25,000. The purpose of a sole source justification is to show that competitive bidding is impractical because only one available source from a single vendor can meet a specific need. Therefore, an equitable evaluation of comparable products must be made and documented by the requestor who shows that rejection of other products is based solely on their failure to meet that need. In cases where no other comparable source can be identified, a technical description of the product requested and a listing of those companies who were considered as alternate sources must be provided. Sole source justification cannot be based on quality or price. Quality can be a subjective evaluation based on opinion. Justification must contain clear, in-depth, and accurate information in order to avoid protests and the possibility of delaying the procurement.*

**This form is NOT TO BE USED if cost of the service or supplies exceeds \$100,000. (A letter justifying the request must be attached to the requisition).**

INSTRUCTIONS

- 1) Please type or print legibly.
- 2) Complete all categories and sections that apply. Note also the impact it would have on your research or department if the requested services/ supplies were not obtained.
- 3) Provide full explanations, complete descriptions, and/ or list all relevant reasons where space has been provided. Sole Source justification forms lacking sufficient details cannot be approved.
- 4) Sign and date the form at the end.
- 5) Improperly completed and for unsigned forms may be returned to the sender.
- 6) For additional information contact the Office of Procurement at 7940/6407.

TO: Office of Procurement Date: \_\_\_\_\_

FROM: \_\_\_\_\_ Dept: \_\_\_\_\_  
Name of Principal Investigator, Director, Dept. Head

Subject: Sole Source Justification

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

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

STATEMENT

I am aware that Code of Maryland Regulations Title 21 mandates that the procurement of material, equipment, and supplies be via competitive bidding whenever practicable. However, I am requesting sole source procurement based on the following criteria. (Attach additional sheets if necessary):

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I. The requested product, part, or accessory is an integral repair part or accessory compatible with existing equipment. (please state the manufacturer and model number of existing equipment):

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II. The requested product has special design/performance features, which are essential to my research protocol, or other needs. Only one product meets the requirements. **Both A & B portions of this category must be answered.**

A. These features are:

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B. In addition to the product requested, I have contacted other suppliers and considered their product of similar capabilities. I find their product unacceptable for the following reasons (identify companies contacted, model number and specific technical deficiency): \_\_\_\_\_

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The requested product is essential in maintaining experimental or administrative continuity.

Requested product is being used in continuing experiments;

Other investigators have used this product in similar research; and for comparability of results. I require it.

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

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III. The requested product is one with which is needed for trial use or testing.

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

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IV. Please consider sole source approval for this reason(s) e.g. trade in allowance; availability of service, parts and maintenance; product is a prototype; dues, subscription, (availability only from publisher), public utility, etc.

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#### AUTHORIZATION

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Full Name and Signature of Requestor

Date

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