

The Howard University
Sole Source Justification Statement

This form must accompany the contract and purchase order whenever a sole source purchase is requested. Purchase requisitions for goods and services that are to be purchased from a specific vendor or limited to a specific brand, where substitutes to the suggested vendor or brand are unacceptable, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. This justification must be signed by the principal investigator, department chair, or director. The individual signing this justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. University employees are not to make or participate in any purchasing decision that places them in conflict of interest between their official university duties and any other interest or obligation. University employees who have a business relationship or financial interest (including that of a near relative) in the suggested vendor, who are conducting research for the suggested vendor, or who have received or anticipate receiving gifts, honorarium, or research grants from the suggested vendor must disclose the conflict of interest. Anyone who has a conflict of interest can not participate in the decision to sole source the purchase.

Sole source justifications are to be supported by factual statements that will pass an internal or Federal audit. It is the salient features of a product that make it a sole source. (See the attached Guidelines for Sole Source Justification).

Instructions

1. Please check all applicable categories (1a through 1e) below and provide additional information where indicated.
 - a. The requested product is an integral repair part or accessory compatible with existing equipment.
Existing Equipment: _____
Manufacturer/Model Number: _____
Age: _____ Current Value: _____
 - b. The requested product or service has unique design/performance specifications or quality requirements which are essential to the project and or not available in comparable products. (Provide detailed explanation in #2 below.)
 - c. The requested product or service is essential to maintaining research continuity or to remain in compliance with established University standards. (Check applicable category below.)
 - Requested product is being used in continuing research experiments;
 - Other investigators have used this product in similar research and, for compatibility of research results, I require it;
 - I have standardized the requested product and the use of another brand/model would require considerable time and funding to evaluate.
 - d. The requested product is one with which I (or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or money.
 - e. Other factors. (Provide detailed explanation in #2 below.)

2. Provide a detailed explanation for categories checked in 1a. through 1e., above. **Attach additional sheets if necessary.**

3. Has an evaluation of other equipment, products, or services (a market survey) been completed? YES NO. **If yes, please attach the results of the market survey. If not, please attach a detailed explanation for the lack of a market survey.**

4. List below the names of each individual who was involved in making the recommendation to sole source this purchase. **Each individual must also copy, complete, and attach a Disclosure Statement (see attached).**

5. I certify that the above information is true and a signed copy of this Sole Source Justification Statement will be kept on file and available for audit in my department:

_____ Signature _____ Printed Name and Title _____ Date