



Sole Source Certification

A Sole Source Certification is required when there is only one vendor who can provide the good or service. Market research to determine other vendors must be conducted and the State ORPIN system used to identify if any state contracts or Qualified Rehabilitation Facilities exist that can provide the good or service. This form must be submitted to Purchasing and the Sole Source purchase approved prior to acceptance of any offers or issuance of a Purchase Order.

Requestor: Department: Extension:

Brief Description of Item(s):

Price Estimate:

Name of Selected Vendor:

Vendor Contact:

Address:

Phone and Email:

List names of at least three vendors contacted which do not have the item or service available:

Describe how this sole source purchase meets one or more of the following findings:

A) Efficient utilization of existing goods requires the acquisition of compatible goods or services from only one source:

B) The goods or services required for the exchange of software or data with other public or private agencies are available from only one source:

C) Goods or services are for use in a pilot or an experimental project:

D) Goods or services are available from only one source:

I hereby certify there is not a State contract for the item or service requested and that a good faith effort has been made to locate more than one source. I further certify that negotiations, as appropriate, have been conducted with the vendor to determine this is the best price available.

Is there real or potential conflict of interest in acquiring this good or service? i.e. Does a real or potential financial gain exist for yourself, or for any member of the household, or any business which you or a member of the household are associated?

No Yes

Signature

Date