***Bryant University Sole Source/Proprietary Procurement Request Form***

(Forward this form to Purchasing, along with the purchase requisition, for amounts exceeding $5,000)

DATE: Click here to enter a date.

TO: Purchasing Department

FROM: Enter your Name Here Enter Your Department Here

VENDOR NAME: Enter your Name Here

**Check One:**

\_\_\_\_\_ Is this a sole source procurement? "Sole Source" is defined as a product or service which is practicably available only from one source. Please answer the 4 questions below and sign.

\_\_\_\_\_ Is this a proprietary procurement? A proprietary specification restricts the acceptable product(s) or service(s) to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals". Although all sole source specifications are proprietary, all proprietary specifications are not sole source. Proprietary items may be available from several distributors.. Please answer questions 1 and 2 below and sign.

\_\_\_\_\_ Is this a Brand Name Specified procurement?

The following is a list of questions which will substantiate a Sole Source or Proprietary Procurement. It will help expedite processing if you will provide thorough and sufficient detail to clearly answer each of these questions. Please use additional sheets and attach all additional information to this form if necessary.

1. Briefly, what is the aim of the project in which this product or service will be used.

Click here to enter text.

1. Why is this the only product or service that can meet the University's requirements? Uniqueness? Compatibility? Integral component? Please explain in detail.

Click here to enter text.

1. Why is this Supplier practicably the only available source from which to obtain this product or service?

Click here to enter text.

1. What efforts have been made to obtain the very best price possible? Why do you feel this price is fair and reasonable?

Click here to enter text.

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*Authorized Departmental Signature Date*  *Director of Purchasing*  *Date*