OLD DOMINION UNIVERSITY

Procurement Services

Sole Source Request Form

OVERVIEW

Virginia law and various regulations require that the University procure goods and services subject to competition; however, this competition requirement is only waived under special circumstances and procurement methods. The Commonwealth recognizes several procurement methods, one of which is sole source procurements.

A sole source procurement is based on the need to procure a unique good or service that is not widely available or has limited availability. As a result, a sole source procurement represents a unique exception to the legal and regulatory requirements for competition. Completion of this form is intended to document and affirm that only a single product or service provided by a specific vendor will meet your department's essential requirements.

Please note:

- Sole sources are subject to ODU policy, audit, and public review
- Vendors are not permitted to complete this form for your department
- Price and delivery are **not** factors determining if a product/service is a sole source
- The final determination of sole source validity will be made by Procurement Services
- Submission of this document constitutes acknowledgement the requester has no personal, financial, or fiduciary relations with the recommended vendor.

Vendor: _____ **Date:** _____

Department: _____ **Contact:** _____ **Phone #:** _____

1. Is this a one-time "spot" purchase, or will the requested product(s) or service(s) be required on a recurring annual basis?
   _____ One Time "Spot" Purchase _____ Recurring and/or annual need

2. Is the requested product(s) or service(s) for an application software (desktop or local server based) and/or hosted Software as a Service ("SaaS")?
   _____ Yes - Has Information Technology Services completed the 'intake' data and systems security and risk assessment review? _____Yes _____No If no, please submit a System Discovery Analysis (SDA) to ITS Security for review prior to submitting sole source request.
   _____ No

3. Describe the product(s) or service(s) being requested as "sole source" and how will be used.
   _____
   _____
   _____
   _____

4. Specify the users and/or target group for the requested product(s) or service(s) and how will benefit the University.

_____

_____

5. Alternate vendors and products/services should be researched to substantiate why there is only one practical source. What were the names of the vendors and products/services that were researched? What were the specific performance requirements that could not be met?

_____

_____

_____

_____

6. If no other vendors were considered, please denote **at least** one of the following for the vendor your department is requesting to use: (check as many as apply)
   - _____ Exclusive distribution
   - _____ Integral part or accessory compatible with existing equipment
   - _____ Maintenance service for existing equipment
   - _____ Upgrade or maintenance for existing software
   - _____ Used in research and is required to provide continuity of results
   - _____ Copyrighted or patented and only available from the recommended source
   - _____ Considerable re-orientation and training would be required if transition to another vendor
   - _____ Vendor specifically named in a grant and/or grant proposal
   - _____ Other (explain)

     _____

     _____

7. What is the total cost for the initial purchase and/or initial contract term for this purchase request?

   $_____

8. Will this purchase obligate the University to this vendor for future purchases (e.g., annual support/maintenance and/or future upgrade requirements)?

   _____ Yes – Provide details regarding the duration of any potential commitments as well as the estimated costs for such commitments.

   _____

   _____

   _____ No, one time purchase

9. Based on my professional experience and knowledge of the marketplace, submission of this document constitutes acknowledgement that the price offered is considered to be fair and reasonable based on at least one of the following:
   - _____ Historical/past pricing
   - _____ Prices charged for similar items
   - _____ Prices paid by other customers
   - _____ A public price list or public catalog
   - _____ Other justification (explain)

     _____

     _____

10. In certain circumstances, negotiations may have already taken place. Has the department already negotiated with the vendor to secured education discounts?
    _____ Yes – Provide additional details.

    _____

    _____

    _____ No

11. Provide a list of peer colleges and or universities that are currently using the requested product(s) or service(s) that were also provided by the requested vendor.

    _____

    _____

    _____

    _____

Forward completed and signed Sole Source Request Form along with vendor proposal and/or quote to Procurement Services at procurement@odu.edu for contract review and approval.

Pursuant to the expressed delegated authority provided under University Policy #1500, it is the responsibility of Procurement Services to review, approve, negotiate, and execute on behalf and in the best interest of Old Dominion University, all procurement related contracts. However, when appropriate and as necessary, Procurement Services may include the college or department in the final contract review and negotiation processes.

Department Recommendation:

_____

Department Head (Signature) Date

_____

Department Head (Printed Name)

Approved:

_____

Assistant Director, Procurement Services Date

Approved:

_____

* Etta Henry, Executive Director
Strategic Sourcing and Payment Solutions Date

_____

** Chad A. Reed, Vice President
Administration and Finance Date

* ***Etta Henry's approval is required for transactions that exceed $100,000.***
** ***Chad A. Reed's approval is required for transactions that exceed $500,000.***