

**OVERVIEW**

Law and regulation require that the University procure products and services via competition. A sole source procurement represents a unique exception to the legal/regulatory requirement for competition, and completion of this form is intended to document that only a single product/service provided by a specific vendor will meet your department's essential requirements. Refer to the [Guidelines for Competition](#) for additional information. Please note:

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

---

**DEPARTMENT APPROVAL**

I, \_\_\_\_\_ @ \_\_\_\_\_, \_\_\_\_\_ @ \_\_\_\_\_,  
is subject to UVA policy, audit, and public review.

Dept:

Date:

Name:

Phone:

Title:

Email:

---

**DOCUMENTATION**

Proposed Vendor:

Price:

Description of  
Product/Service:

1. Please provide a brief background summary for why you need the product/service. Why is the requested **product/service** the only one that can satisfy your requirements? Provide specific details on any unique features of the product/service that are not available in any other product/service and are essential to your required minimum performance.
2. Why is **this vendor** the only practicably available source from which to obtain this product/service? Provide specific details on the expertise, experience and/or capabilities that support why the requested vendor is the only one that can provide the required product/service. Note that if this product/service is available through multiple distributors, it is not justifiable as a sole source.

3. Alternate vendors and products/services must be considered for University procurements. Please list the alternative vendors you contacted and products/services you evaluated, as well as their deficiencies that were unacceptable in meeting your essential minimum performance requirements.
4. Will this purchase obligate the University to this vendor for future purchases (e.g., annual support/maintenance and/or future upgrade requirements)? If yes, provide details regarding the duration of any potential commitments as well as the estimated costs for such commitment.