



Department: \_\_\_\_\_ Requisition #: \_\_\_\_\_ Dollar Amount: \$ \_\_\_\_\_

**Note:** This Sole Source Certification will become a public document, open to public inspection; therefore, you should be certain all material facts are true, relevant, and clearly understandable.

Per Florida Polytechnic University Purchasing guidelines, the following is submitted in support of this request for authority to purchase, without bidding, the items available from only one source.

Sole Source means that the item/service is unique or that the vendor is the only one from whom the item/service can be provided. Best Price alone cannot be used for sole source. If the item/service is available from more than one source of supply, best price must be determined through the competitive bid process.

**A. Sole Source Vendor**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**B. Describe in lay language, what the item/service is and how it is to be used.**

**C. What feature or special condition of this commodity/service is unique or cannot be obtained from any other source?**

**D. Is this product being purchased directly from the manufacturer? If No, is it available from more than one dealer? If Yes, it is available from more than one dealer, why can this item not be bid?**

**E. Prior to submitting this requisition, did you investigate other possible sources?**

**If Yes:**

1) Did you obtain quotes from the other sources? Yes No  
If Yes, attach copies.

2) Is this Vendor's price lower than the other sources? Yes No

If No, justify the additional cost below.

**F. Other Sole Source comments or explanations.**



I / We, the undersigned, certify the above to be true and correct to the best of my / our knowledge and belief and the user and / or undersigned does not have a financial interest in the above-named vendor.

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| <p><b>DEPARTMENT APPROVAL</b></p> <p>I hereby certify the validity of the information and feel confident the Sole Source Certification will meet University criteria and would withstand any audit or vendor protest.</p> <p><input checked="" type="checkbox"/> _____<br/>VP/Department Head Signature                      Date</p> <p><input checked="" type="checkbox"/> _____<br/>Procurement Official Signature                      Date</p> <p><input checked="" type="checkbox"/> _____<br/>University Attorney                                      Date</p> | <p><b>PROCUREMENT APPROVAL</b></p> <p>This acquisition is approved as a non-competitive purchase.</p> <p>Public Posting Date: _____</p> <p>Public End Date: _____</p> <p><input checked="" type="checkbox"/> _____<br/>Procurement Director/Delegate Signature                      Date</p> |
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**Please Note: Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.**