

HHRI Sole Source Justification Checklist

PURPOSE:

Procurement Regulations, in accordance with HHRI policy, require that material, equipment, supplies and services be procured via competitive means. However, HHRI may elect to waive the competitive process and approve sole source procurement in certain instances, provided the requester can adequately justify its use.

HHRI's decision on the reasonability of sole source procurement will be based on the requester's investigation, evaluation and documentation of alternate sources of supply and documentation that rejection of similar products is based solely on their failure to meet specific and necessary specifications. In cases where an alternate supplier for a similar product cannot be identified, the requester must document that a good faith effort has been made to seek other sources.

A list of the unique technical specifications required of the product and the potential companies contacted in the search for alternate sources is also necessary.

The decision whether the HHRI can employ sole source contractors will be made by HHRI Purchasing and the HHRI Chief Operating Officer upon review of materials provided by the requesting department.

INSTRUCTIONS:

The attached form with one or more categories completed must be forwarded to Purchasing when sole source approval is requested for services, equipment and supplies equal to or exceeding \$3,000.

Purchases from funding agency approved sub/contract vendors (i.e. Contracts for Key Personnel at collaborating institutions or other named collaborators or vendors) are exempted from sole source justification and bidding (evaluation of those contractors will be made during the proposal preparation process).

Please complete all categories and sections that apply.
Provide full explanation, complete descriptions, and/or list all relevant reasons where space has been provided. Sole Source Justification forms lacking sufficient detail cannot be approved.

Sign and date the form.
Improperly completed or unsigned forms may be returned.

Sole Source Request Form

Date: _____

From: _____

PI Signature (or designee)

HHRI Account #: _____
(5-digits)

Estimated Price: _____

Proposed Vendor: _____

Product Description: _____

STATEMENT:

I am aware that HHRI purchasing regulations require that we procure all materials, equipment, and supplies via competitive means when a purchase equals or exceeds \$3,000. However, I am requesting sole source procurement based on the following criteria (choose from options I-IV as applicable below, attach additional sheets as necessary):

___ I. **Compatibility**

The requested product is an integral repair part or accessory compatible with existing equipment.

A. Existing equipment: _____
Manufacturer/Model Number: _____
Age/Current Value: _____

B. Requested Equipment/Accessory/Part: _____
Manufacturer/Model Number: _____

Explain relationship between current equipment and requested equipment:

___ **II. Continuity**

The requested product or service is essential in maintaining experimental or administrative continuity, as described below. **Explain in detail:**

___ **III. Uniqueness**

The requested product or service has unique design/performance specifications which are essential to my research protocol or other needs and are not available in comparable products or services. **These capabilities are:**

___ **IV. Other**

Please consider sole source approval for this reason(s) (e.g., trade-in allowance; availability of service, parts, and maintenance; product is a prototype; responsibility for integrated system performance will be voided if other vendors are introduced, etc.): Attach any and all documentation supporting this request. **Explain in detail:**

___ **V. Named Vendor in Agency Award**

HHRI Purchasing Approval
(Purchase Orders Approval – Sally Gill/Purchasing
Check Request Approval – Mark Willmert, HHRI CFO)

HHRI Administration Approval