**DATE**

TO: VPAF or Comptroller

FROM: (Unit POC) (Dept. Name)

SUBJECT: Sole Source Justification (**Form PROC-04**)

Request for Sole Source Procurement and Determination for

Requisition/Purchase Order No. \_\_\_\_\_\_\_\_\_\_\_Dated: \_\_\_\_\_\_\_\_\_\_\_

**Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sole source procurement is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item. The following are examples of circumstances which could necessitate sole source procurement. Based on our review of the document, the sole source method of procurement is justified as follows:

( ) Only distributor/agent

( ) Local Solicitations are negative: ( ) No BID received ( ) One Bid Received

( ) Where the compatibility of equipment, accessories, or replacement of parts is of

Paramount consideration;

( ) Supplies are offered through bankruptcy or receivership sales, or other disposition at lower

Than prevailing market prices;

( ) Public utility services are to be procured;

( ) Sole supplier’s item is to be procured for resale;

( ) Sole supplier’s is needed for trial use or testing;

( ) Other(s): Specify

In view of the above, we have determined that the request by\_\_\_\_\_\_\_\_purchase of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has met the test for sole source as stated in Section 3.12.2 of the UOG Procurement Manual. Therefore, this sole source procurement is in the best interest of the University of Guam, the Government of Guam and its taxpayer

( ) APPROVED

( ) DISAPPROVED

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VPAF or Comptroller

Cc: Procurement Files