**Sole Source Exemption Request Form**

A sole source is not a preferred Procurement method as it may limit competition. A sole source is used when only one supplier can provide the required commodity or service, and there is only one commodity or service that meets the department’s needs. The Department is responsible for providing detailed documentation showing there are no substitutes, alternates, equivalents, or resellers available in the marketplace. In most cases, for items between $25,000 to $150,000, obtaining three quotes from competing vendors and detailing the reasons for vendor selection is more efficient. Procurement Services will review all sole sources in accordance with applicable Florida State University and Federal guidelines. Additionally, sole sources of $150K and above are required to be publicly posted by Procurement Services for three business days.

**Note: Continuity of research, best capabilities, lowest cost, funding expiring, and a written justification/letter provided by the vendor are not valid sole source justifications. Please contact Procurement Services for additional information and/or questions.** **procurement@fsu.edu**

1. **Description of what is being purchased.**
2. **Fund type being used for the sole source purchase. Note: If utilizing federal funds, additional information may be required.**
3. **Good(s) or Service(s) are proprietary or unique.**List the specific details of the scope of work/specifications that make this purchase unique to the selected supplier.
4. **Market Research.**Departments must provide documentation about other suppliers researched and why their good(s) and or service(s) will not meet your requirements. (E-mails, websites researched, documented phone calls)
5. **Price competitiveness/reasonableness.**(Describe any price negotiations/discounts provided by the supplier)
6. **Are the good(s) or service(s) named in a grant or expressly authorized by the granting institution?** If applicable, provide the grant documents.
7. **Additional Information.** (For example, any information on other universities utilizing a sole source to purchase.)
8. **Country of origin.** (Foreign Countries of concern)

**Attach this document, emails, quotes, grant information separately to the requisition.**