

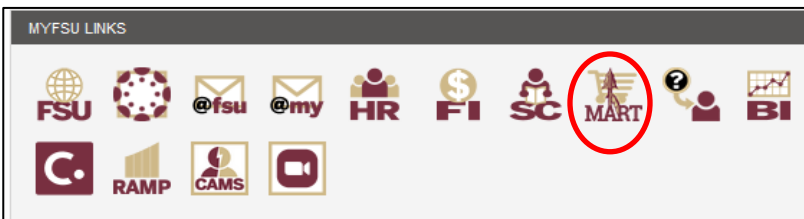
Overview

This Job Aid will discuss how to make a purchase as a sole source using one of the following non-catalog forms from within SpearMart:

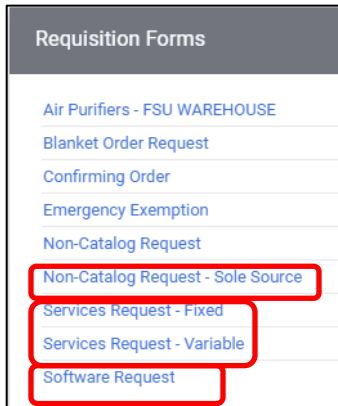
- **Non-Catalog Request - Sole Source** (for products or services)
- **Services Request - Fixed** (paying supplier a fixed \$ amount - complete the Sole Source Section)
- **Services Request - Variable** (paying supplier a rate [\$/hr or \$/day etc.] - complete the Sole Source Section)
- **Software Request** (for software - complete the Sole Source Section)

For specific details on what qualifies as sole source as well as Sole Source procedures, see [Sole Source Exemption](#).

Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart icon under MyFSU Links:



The Forms Section is located on the left side of the SpearMart Shopping Homepage.



Select the correct form depending on what product(s) or service(s) you are intending to purchase.

- For products and equipment use the **Non-Catalog Request – Sole Source**
- For Services click the applicable Services Request Form:
 - **Services Request - Fixed** (paying supplier a fixed \$ amount - complete the Sole Source Section within the form)
 - **Services Request – Variable** (paying supplier a rate [\$/hr or \$/day etc.] - complete the Sole Source Section within the form)
- For Software click the **Software Request Form** (complete the Sole Source Section within the form)

JOB AID

Submitting a Sole Source Request

SOLE SOURCE SECTION

Sole Source procurement is when you make a purchase without competition when competition is otherwise required. Procurement Services makes the final determination if a Sole Source procurement is justifiable. The essential elements to a justifiable sole source include: there is only one good or service that can reasonably meet the need and there is only one supplier who can provide the good or service. Best price does not make a good or service a valid sole source. Please complete the questions below to assist us in making a final determination. Please also include specifications and a quote (including shipping/handling charges) from the supplier with this form. For additional details see [Sole Source Exemption](#).

1) Explain your scope of work, needs, requirements, or specifications for a product or service that could meet your needs:

2000 characters remaining [expand](#) | [clear](#)

2) Explain what part or parts of the stated specification restrict the requisition to only one supplier:

2000 characters remaining [expand](#) | [clear](#)

3) Prior to submitting this requisition, did you investigate other possible sources?

Yes
 No

If Yes, Did you obtain quotes from the other sources? If yes, please include with this form.

Yes
 No

4) List any company other than your suggested source who supplies an item with similar functions and the reasons competing goods/services are not satisfactory:

1000 characters remaining [expand](#) | [clear](#)

5) Does this item integrate with existing equipment or systems where no other manufacturer's product can be used?

Yes
 No

If Yes, List Brand & Model number of existing equipment and why the new product is the only one that will work properly with it:

2000 characters remaining [expand](#) | [clear](#)

After you have completed the first sections of any of the applicable forms outlined above, Answer all of the questions within the Sole Source Section.

6) Is this for maintenance service, repair, or replacement parts that only the original equipment manufacturer or sole authorized distributor can provide?

Yes
 No

7) Is this purchase for a product, service, or supplier specified by a grant?

Yes
 No

If yes, provide the project number and attach a copy of the agency award document that names the specific product or service and the supplier:

1000 characters remaining [expand](#) | [clear](#)

8) Please provide any additional information you feel may aid Procurement Services in processing this requisition:

2000 characters remaining [expand](#) | [clear](#)

By submitting this form, in my professional opinion this is the only good or service that can reasonably meet my requirement(s)/specification(s) and this is the only supplier who can provide the good or service. I further attest that the above is true and correct to the best of my knowledge and belief, that I am independent of, and have no conflict of interest in the supplier recommended above and that the Sole Source Justification would withstand any audit or supplier protest.

Name of Principal Investigator of Purchase:

Contact Phone Number:

Contact Email:

When the form is completed, scroll to the top of the page and select, "Add and go to Cart".

Close
Add And Go To Cart

Once you have clicked “Add and Go to Cart”, you will see the below screen. You can now either click “Assign Cart” to assign the cart to your departmental requested or “Proceed to Checkout” to add the accounting details to the requisition. For more information on assigning or submitting carts, see the job aids titled, “**Assigning Your Shopping Cart**” or “**Completing a Requisition**”.

