

SOLE SOURCE CERTIFICATION

Definition: Purchase of a commodity and/or contractual service that is available, under the specifications required by the University, from only one vendor.

Commodities or contractual services purchased for over \$50,000 or commodities or contractual services purchased above the requirement for competitive quotations up to \$50,000, available only from a single source, may be exempted from the bid requirements when the University certifies and documents that there is only one source of supply capable of meeting all specifications, terms and conditions to the University's satisfaction. A purchase order may be issued for the non-competitive item(s) when the Sole Source Certification is approved by the appropriate department head and Purchasing Department, and after posting if for 72 hours, in a public place.

Preparation of Form

1. A Sole Source Certification is prepared by the requesting department and signed by the Department Head, Principal Investigator and/or Program Administrator. The Sole Source Certification should explain why the product or service is available from only one source and should include:

- a) Complete name, address, and telephone number of vendor, including FEIN/Social Security number
- b) Description and use (in layman's terms)
- c) List unique features that this item or contractual service has that other comparable items or services do not have, and why these unique features are needed. Show as clearly and concisely as possible why only this item or this service will accomplish the function required. If required, explain the necessity for compatibility with existing equipment or instrumentation, if applicable.

IMPORTANT NOTE: Price cannot be used as a justification for a sole source.

- d) Explain if the product or contractual service is being purchased directly from the manufacturer. If not, explain why the item cannot be bid from the various dealers.
- e) This section only applies to quotations received below the threshold for formal bids/proposals (currently \$50,000)
- f) Use this space for additional justifications beyond Section C

2. Authorized signatures are required.

SOLE SOURCE CERTIFICATION

Under the requirement of Florida Gulf Coast University Rule No. 6C10-6.016(6)(b), F.A.C., the following is submitted in support of this request for authority to purchase, without bidding, the items available from only one source.

- A. Sole Source Vendor, Address and Telephone Number.
- B. Describe briefly, 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 and cannot be obtained from any other source?
- D. Is this product or service being purchased directly from the provider? YES If no, is it available from more than one provider? NO
If available from more than one provider, why is this item not biddable?
- E. Prior to submitting this requisition, did you investigate other possible sources? NO
If yes: 1) Did you obtain quotes from the other sources? NO If yes, please attach copies.
2) Is this vendor's price lower than the other sources? NO If no, please justify the additional cost.
- 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 name vendor.

PURCHASING APPROVAL

Purchasing Agent's Signature Date

This acquisition is approved as a non-competitive purchase under authority delegated to Florida Gulf Coast University by Rule 6C-18.050(7)(b), F.A.C..

Director of Purchasing Signature Date

DEPARTMENT APPROVAL

Dean/Department Head Signature Date

Dean/Department Head Printed/Typed Name

Principal Investigator Signature (If Funded by Grant) Date