



KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES
SOLE SOURCE JUSTIFICATION FORM
For Internal Use Only

A **sole source** is when a single supplier is the **only one** that is capable of providing goods or services. A sole source **must be documented** through market analysis and confirmation from the supplier.

There are two reasons for requesting a sole source:

- 1) **Exclusive capability** is when only one supplier can satisfy the technical requirements because of unique technical competence, expertise, and/or possesses a patent or exclusive right to furnish the items/services.
- 2) **Excessive cost** is when the supplier is not the only source for the good or service, but using any other vendor would result in an excessive cost to KSU. Detailed description and/or explanation of cost difference or savings must be provided. See the example of excessive cost comparison below.

Contact Name: _____ **Date:** _____

Provide contact information. Check the box next to your preferred method of communication.

- Phone _____
- Email _____

Requisition # _____

Proposed Source: **Supplier Name:** _____
 Contact Name: _____
 Telephone: _____ **Fax:** _____
 Email: _____

REMINDER: It is important to seek all required approvals, as they are needed before the posting of the Sole Source, i.e.

- Design
- Environmental Health and Safety
- Facilities
- UITS

If the requested product is an integral part, or the accessory must be compatible with existing equipment, please provide the following information:

Existing equipment description: _____
Manufacturer: _____
Model/Serial #: _____ **KSU Property Tag #** _____ **Dollar Value:** _____

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Justification for this Sole Source

Proposed Source

Proposed Source: Describe the good or service that the SS Vendor will provide. Include any applicable details such as model number or software version, where and how the good will be used, and/or where the service will be performed. Space will expand as needed.

Scope of Work

Scope of Work: Provide information to establish the context of the sole source, e.g. the good's or service's function. Where and how the good or service is to be used, the operational environment, previous experience or history, etc. Use layman's terms to identify any efforts made to locate other possible sources such as review of the Thomas Register, Industry Organizations, Internet searches, Consultants, RFIs, Buyers Laboratory, Advertisements in Industry Publications, contact with Buyer Partner, etc.

Exclusive Capability

Exclusive Capability: The following are examples on which Sole Source could be acceptable:

- Only the proposed source can furnish the goods/services because of previous performance, specifications, etc.
- Only one supplier can satisfy the technical requirements because of unique technical competence or expertise. (Technical requirements must be valid and verifiable).
- Only one source possesses patents or exclusive rights to furnish the item/service. For example, the product is only available from the manufacturer, software developer, etc. or only one supplier has the ability to furnish the item or service.
- Other Extenuating Circumstances or Considerations: Include, as applicable, adverse impacts on the University if not using the proposed source and other considerations not previously stated.
- University experience. Having an alternative source duplicating these capabilities would result in an excessive cost to the University. (Excessive cost must be quantified).
- The item does not satisfy the requirements for Sole Source, but the use of any other manufacturer's product would result in an excessive cost to the University. (Excessive cost must be quantified).



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Conflict of Interest

Conflict of Interest: Explain any relationship that the SS Vendor has to any KSU employee. For information about COI, please see the [Official Code of Georgia Annotated 45-10-22](#) et. seq. and [Board of Regents 8.2.18.2.1](#). If the vendor has no relationship to any KSU employee, write Not Applicable. Space will expand as needed

Signature _____ Date _____

Name _____ Title _____

Sole Brand Justification

Sole Brand Justification: Some requirements may need to be provided by a certain manufacturer (for example, to match existing uniforms). Use this block to explain why only a particular style, type or manufacturer is acceptable. A request for sole brand does not automatically eliminate bidding requirements as the item may be available from more than one vendor.

**SOLE SOURCE JUSTIFICATION must also include SOLE BRAND JUSTIFICATION and a letter from the Original Equipment Manufacturer attached to this form*

Other Extenuating Circumstances or Considerations: Include, as applicable, adverse impacts on the university for not using the proposed source, and other considerations not previously stated.

Other Extenuating Circumstances or Considerations

Originator Name _____ Agency Procurement Officer Name _____

Department Head Name _____ Purchasing Director Name _____

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**Example of Purpose of Purchase
for
Services and Equipment**

Provide information to establish the context of the sole source, e.g., item's or service's function. Where and how the item or service is to be used, operational environment, previous experience or history, etc.

Example - Equipment

This request is for the design, manufacture and installation of a unique low frequency scanner to be used as part of test instrumentation in STL's "High-Bay" measurement facility in connection with a sponsored research project. Working drawings, engineer notes, parts inventories with notations as to sources as well as training and instructions regarding operation of the system.

Example - Services

This request is for service and support for RxMedic automated dispensing and inventory system. RxMedic provides the only service and support approved for the equipment and software. Failure to use RxMedic would void the lifetime warranty on the equipment.

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**ENVIRONMENTAL HEALTH AND SAFETY
Approvals**

If the product contains any of the following items Environmental Health and Safety will have to approve the purchase:

- Radioactive material and is capable of producing x-rays
- Explosives, pyrophorics or highly toxic gases
- Class 3b or 4 lasers

Refer to the Environmental Health and Safety website for additional guidance.

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Example of Excessive cost:

This Cost analysis may compare the cost of purchasing two different timekeeping systems, e.g., the determination of whether to continue using the current timekeeping system or transitioning to a new timekeeping system may be illustrated through cost analysis.

COST ANALYSIS – Timekeeping Systems

PeopleSoft Time and Labor - Current System				
Description	Qty.	Unit	Unit Price	Extended Price
Master Software License Agreement 3,000 staff	1	Lot	\$ 275,000.00	\$ 275,000.00
System migration	60	hours	\$ 175.00	\$ 10,500.00
Data migration	60	hours	\$ 175.00	\$ 10,500.00
Training (Train-the-Trainer)	10	hours	\$ -	\$ -
Training - As needed	5	hours	\$ 200.00	\$ 1,000.00
Support (annual cost)	1	each	\$ 85,000.00	\$ 85,000.00
Total Cost				\$ 382,000.00

Kronos Timekeeping System - Competing Solution				
Description	Qty.	Unit	Unit Price	Extended Price
Master Software License Agreement 3,000 staff	1	Lot	\$ 350,000.00	\$ 350,000.00
System migration	200	hours	\$ 175.00	\$ 35,000.00
Data migration	90	hours	\$ 175.00	\$ 15,750.00
Training (Train-the-Trainer)	20	hours	\$ 850.00	\$ 17,800.00
Global Support	1000	hours	\$ 5.00	\$ 5,000.00
Support (annual cost)	1	each	\$ 105,000.00	\$ 105,000.00
Total Cost				\$ 528,550.00

When all costs are considered, the current timekeeping system provides the lowest cost

Purchasing Officer Notes

- **Date Received Completed Form:**
- **Date Market Research Completed:**
- **Result:**



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EFFORTS MADE TO FIND OTHER SOURCES

Use layman's terms to identify any efforts made to locate other possible sources, such as, review of Thomas Register, industry organizations, Internet searches, consultants, Requests for Information (RFI), Buyers Laboratory, Advertisements in Industry Publications, contact with department's Buyer, etc.

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