

Justification of Sole Source Purchases  
QUESTIONNAIRE

State law requires competitive bidding for purchases over \$2000 unless it qualifies as a Proprietary procurement. Use this form when the specification limits consideration to one manufacturer or vendor. The Texas General Service Commission may review this justification. Please explain why other vendors, who may see this under the "open records act", were not allowed to bid this item?

Requisition/PO# \_\_\_\_\_  
Suggested Vendor \_\_\_\_\_  
Department \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

1) Is this item required for use in:  
research? \_\_\_\_\_ classroom? \_\_\_\_\_ lab? \_\_\_\_\_ other? \_\_\_\_\_

2) Explain what part or parts of the stated specification restricts the requisition to one manufacturer or provider? How are these unique specifications essential to the accomplishment of your work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) List any company other than your suggested source who supplies an item with similar functions and the reasons competing products are not satisfactory: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Will the item be used with existing equipment?    Yes    No  
Give Brand & Model number of existing equipment

\_\_\_\_\_

If yes, -as a repair/replacement part?    Yes    No  
-as a component to be interfaced with the existing equipment?    Yes    No  
-will installation be required?    Yes    No

5) Give any additional information you feel may aid the buyer in processing this requisition: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_