

**SINGLE/SOLE SOURCE JUSTIFICATION
AND ETHICS LAW COMPLIANCE CERTIFICATION**

Purpose

This form, with one or more categories completed, must accompany purchase requisitions for the sole source procurement of equipment, supplies or services exceeding \$25,000.00 (purchase from contract vendors excepted). The purpose of sole source justification is to show that competitive bidding is impractical because only one product can meet a specific need. Therefore, an equitable evaluation of comparable products must be made and documented by the requestor which shows that rejection of other products is based solely on their failure to meet that need. In cases where no other comparable source can be identified, a technical description of the product requested and a listing of those companies which were considered as alternative sources must be provided. Sole source justification cannot be based on price. Price considerations must be evaluated via competitive bidding. This certificate must contain clear in-depth and accurate information to appropriately justify the sole course.

Statement

I am aware that the University System of Maryland (USM) procurement policies and procedures are designed to acquire goods and services through broad based competition whenever practicable. However, I am requesting a sole source procurement based on the following criteria. (Attach additional sheets as necessary). I certify that the statements provided are, to the best of my knowledge, factual.

Ref: Req. # _____ Acct. # _____ Vendor _____

Products name and description _____

I. The requested product/service has unique performance features which are essential to my research protocol or other needs as described. Only one product meets these requirements.

a. These features are:

b. In addition to the product/service requested, I have contacted other suppliers and considered their product/service of similar capabilities. I find their product/service unacceptable for the following reasons:

Company Contacted	Equipment Model #	Technical Deficiency/Other Comments

II. The requested product/service is essential in maintaining consistency of experimental design.

_____ Requested product is being used in continuing experiment(s);

_____ Other investigators have used this product in similar research and for comparability of results, I require the exact same product(s).

Explain:

III. The requested product/service, part or accessory is an integral repair part or accessory compatible with existing equipment. (Please state manufacturer and model number of the existing equipment):

IV. Please consider sole source approval as only one source exists to provide required repair/maintenance parts, service, routine and emergency services.

Explain:

V. Other (Such as consultant services where the consultant is uniquely qualified, please explain)

ETHICS LAW STATEMENT

I am aware that it is unlawful for any UMB employee to participate personally in his/her official capacity through decision, approval or disapproval, recommendation, advice, or investigation, in any contract or other matter (a) in which the employee, or the employee's spouse, or child, brother or sister, has a financial interest; or (b) as to which any firm, corporation, association, or other organization in which he or she has financial interest; or in which he or she serves as an officer, director, trustee, partner, or employee; or (c) as to which any person or organization with whom the University employee has employment or is negotiating any arrangement concerning prospective employment, is a party.

I certify that I have no relationship with the recommended vendor or with financially interested individuals, which is described in the preceding sentence.

Typed/Printed Name

Signature

Title

Date