

# SOLE SOURCE / PROPRIETARY PROCUREMENT REQUEST FORM

A **Sole Source** procurement is where only one source or distributor is available for the goods or services required resulting in no practical competition for cost. A **Proprietary** procurement is where the desired goods or services must be restricted to one manufacturer but competition for cost is available through a select group of suppliers or distributors through competitive bidding. Open competition is preferred to a Proprietary procurement, and a Proprietary procurement is preferred to a Sole Source procurement.

A signed letter of justification and supporting information from the Designer, on company letterhead, as to why the item cannot be competitively bid or procured, is required to be attached to this form at the time of submission for the following requested procurement:

Sole Source

Proprietary

## PART A: Name of Person / SPA Submitting Request

Name:		Date:	
SPA:			

## PART B: Project Information

Project Title:		SBC No.	
Facility:			

## PART C: Source Justification

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## PART D: Cost Analysis

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## PART E: Approvals

SPA Director		Date	
State Architect		Date	