



EASTERN OREGON  
UNIVERSITY

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FINANCE & ADMINISTRATION  
SOLE SOURCE JUSTIFICATION

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Name \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

Item/Service Being Purchased \_\_\_\_\_

Price \_\_\_\_\_ Contract Duration (if applicable) \_\_\_\_\_

Index for Payment \_\_\_\_\_

This form shall be used to document all sole source purchases made at Eastern Oregon University in accordance with OAR 580-062-0020(8). Once the form is completed, all necessary signatures must be obtained and the form must be submitted to the Director of Business Affairs, prior to purchase.

*If an approval is made, EOU will post a Notice of Intent to Sole Source on the OUS Bid and Business Opportunities Website (<https://secure.ous.edu/bid/>) and provide a seven (7) day protest period. If a protest is received, the Vice President for Finance & Administration will make a determination as to whether to proceed with the sole source. If approved, an appropriate contract must be executed prior to services or goods being provided.*

On a separate sheet of paper, address the following three items thoroughly, and attach the justification to this form.

1. **Description of Need:** Include a summary of the origin of the procurement, a description of the item/services needed, the specific need or use for the item/service, and any other general information needed to understand the context of the procurement. If this is a lengthy section, additional topic headings may be appropriate, such as "Background," or "Current Procurement Efforts,"
2. **Rationale for Non-Competitive Procurement:** Provide the rationale for a sole source purchase. If a particular company's unique qualifications are critical, discuss those here. This section should include all facts supporting the use of sole source, and may include factors such as: location, time constraint, unique qualifications and/or expertise. This section should also address why the full quantity to be contracted for needs to be purchased without using competitive procedures.
3. **Price/Cost Considerations:** Discuss relevant pricing issues, including the basis for determining that the anticipated price/cost will be fair and reasonable.

**Conflict of Interest Certification:** I certify that in accordance with ORS 244.010 through 244.400 concerning Government Ethics, I will not benefit personally from this sole source purchase, and that I have no interest with the person or business entity from whom this purchase/service is made. Further, I certify that no relative as defined by ORS 244.020(15), nor member of my household, defined by ORS 244.020(10), will benefit from this sole source purchase. I also certify that my respective EOU department will not receive any undisclosed benefit from this purchase. \_\_\_\_\_ (*Purchaser's initials*)

**Authorizing Signatures**

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept Head/Dean/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Finance & Administration

\_\_\_\_\_  
Date