



EASTERN OREGON
UNIVERSITY

FINANCE & ADMINISTRATION SOLE SOURCE JUSTIFICATION

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 EOU Procurement and Contracting of Goods and Services policy 3.15.01(G)(7). Once the form is completed, all necessary signatures must be obtained and the form must be submitted to the Associate VP of Finance & Administration, prior to purchase.

If a protest is received, the Vice President for Finance & Administration will decide 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:

- Description of Need:** Include a summary of the origin of the procurement, a description of the supplies/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," "Current Procurement Efforts," etc.
- 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.
- 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(14), nor member of my household, defined by ORS 244.020(9), 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

Associate VP of Finance & Administration

Date

Vice President of Finance & Administration

Date

**Only for requests above \$50,000*