



OREGON INSTITUTE OF TECHNOLOGY SOLE SOURCE REQUEST FORM

PROPOSED VENDOR INFORMATION:		DEPARTMENT INFORMATION:	
COMPANY:		DEPARTMENT:	
ADDRESS:		CONTACT NAME:	
CITY, STATE ZIP:		TELEPHONE:	
GOODS OR SERVICES:			
ANSWER THE FOLLOWING QUESTIONS:			
1. Are the goods or services available from different vendors, but the proposed vendor is preferred? If so, why is this vendor preferred?			
2. Was an evaluation conducted between different vendors to select the proposed vendor? If so, please provide a summary of the evaluation conducted. If not, please explain why an evaluation was not conducted.			
3. Do the specifications for goods or services represent the required specifications or desirable specifications to meet the program's needs? Please explain.			
4. What research was conducted to determine that the proposed vendor is a sole source? Please include backup documentation such as internet searches, trade magazine articles, resumes or curriculum vitae, e-mail conversations, or other evidence supporting the sole source.			

5. If your proposed vendor went out of business, how would the need for these goods or services be met in order to continue the program?

Procurement and Contract Services Internal Use Only

This sole source was advertised on the ORPU website from: _____ to: _____
Pursuant to Oregon Institute of Technology Policy, Section 580-062-0020(8), Procurement and Contract Services has found that due to special needs or qualifications, only a single seller is available to provide these goods.

Brian Fox, VP Finance and Administration

Date

*Oregon Tech Procurement and Contract Services
October, 2017*