

Oregon TECH
OREGON INSTITUTE OF TECHNOLOGY
SOLE SOURCE REQUEST FORM

PROPOSED VENDOR INFORMATION:		REQUESTOR INFORMATION:	
NAME:		NAME:	
ADDRESS:		DEPARTMENT:	
PHONE:		PHONE:	
DESCRIPTION OF GOODS OR SERVICES:			
Please answer the following questions:			
1. Are the goods or services requested 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?			
3. Do the specifications for goods or services represent the required specifications or desirable specifications to meet the program's needs?			

4. What research was conducted to determine that the proposed vendor is a sole source? 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 to continue the program?

PROCUREMENT & CONTRACT SERVICES INTERNAL USE ONLY

Pursuant to Oregon Institute of Technology Policy Section 580-062-0020(9), it has been determined that due to special needs or qualifications, only the proposed vendor identified in this Sole Source Request Form is reasonably available to provide the personal or professional services or goods or services described herein.

**John A. Harman, MBA, CGMA, CMPE,
Senior Vice President Finance and Administration**

Date

**Please submit this completed Sole Source Request Form and all supporting documentation to
Procurement & Contract Services via its FACTS Ticketing System.**

Incomplete or partial responses may result in approval delays and are subject to return.