UNIVERSITY OF THE VIRGIN ISLANDS
PURCHASING DEPARTMENT
SOLE SOURCE JUSTIFICATION FORM

Requester Name: ________________________  Date: ____________________________
Department: _____________________________  Requisition - PO Number ______________

SOLE SOURCE CONSIDERATIONS - (mark the one that best applies)

A. ☐ Replacement Equipment/Parts/Accessories - The purchase is for equipment, parts or
   accessories for existing equipment where compatibility with original equipment manufacturer is paramount.

B. ☐ Technical Service - The purchase is for technical services associated with the assembly,
   installation or servicing of equipment of a highly technical or specialized nature.

C. ☐ Exclusive Design - The item is manufactured or produced by a vendor, who holds
   exclusive rights to the item, and solely transacts (sells) direct to the customer. (There are
   no dealers or distributors).

Vendor Name: ______________________________________ Contact: __________________________
Phone #:_______________________   Fax #: _______________________   E-mail:  _______________

Needs Statement - Describe the product and/or service to be procured. Attach additional sheets if necessary.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

The information provided herein is true and accurate to the best of my knowledge. I understand any false or
misleading information may be considered a violation of the University of the Virgin Islands purchasing policies
and procedures.

Requestor Signature: ___________________________________________
Phone #: _________________________  Fax #: _____________________

For Purchasing Use Only

☐ Sole Source Justification is adequate. Purchase is authorized without competitive bidding.
☐ Sole Source Justification is inadequate. Requisition is returned to requestor.
   REASON:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

☐ Sole Source Justification is inadequate. Proposals or bids will be solicited.

__________________________________ _______________________
Purchasing Department           Date

Lack of planning does not create the need for a sole source vendor.
This form does not apply to construction or construction related purchases.

Revised July 2015