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| **Instructions: Complete the form, download it, and attach it to the Purchase Requisition entered in eVA for this request. Sole Source Purchases in excess of $50,000 for goods or services under the purview of DPS must be routed to DPS for approval.** | | | | | | | | | | | | | | |
| Date of Request: |  | | |  | | | | | | | | | | |
| Institution Name: |  | | | | | | | | | |  | Agency Code: | |  |
| Contact Person: |  | | | | | | | | | |  | Phone: | |  |
| Email: |  | | | | | | | | | |  |  | |  |
|  |  | | | | | | | | | | | | | |
| Description of Product/Service: | |  | | | | | | | | | | | | |
| Estimated Price: | |  | | | | | | | | | | | | |
| Supplier Name: | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| **JUSTIFICATION:** (Attach continuation if necessary) | | | | | | | | | | | | | | |
| 1. Explain why this is the only product or service that can meet the needs of the purchasing agency. | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
| 2. Explain why this vendor is the only practicably available source from which to obtain this product or service. | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
| 3. Explain why the price is considered reasonable.   Indicate method(s) used for determination/comparison pricing. Attach supporting documentation if necessary. | | | | | | | | | | | | | | |
| Explanation:  Click or tap here to enter text. | | | Method Used | | | | | | | Source | | | Comparison Price | |
| Catalog or price list | | | |  | | | Source | | | $$ | |
| Historical agency prices | | | |  | | | Source | | | $$ | |
| Sales of same item to other purchasers | | | |  | | | Source | | |  | |
| Prior competition | | | |  | | | Source | | | $$ | |
| Independent estimate | | | |  | | | Source | | | $$ | |
| 4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **AUTHORIZATION:** I have reviewed the Sole Source Justification and concur that it meets the criteria for Sole Source procurement established in § 2.2-4303 E of the *Code of Virginia*. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Authorized Designee Signature(s) | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | |  |  | |  |  | | | | | | |
| Title: Chief Procurement Officer | | | | |  | Date | |  |  | | | | | | |