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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 |  |  |