



PROCUREMENT & STRATEGIC SOURCING

Administration Building, 7th Floor
1000 Hilltop Circle, Baltimore, MD 21250
Website - <https://procurement.umbc.edu>
Phone: 410.455.2273

From: Department Name: _____
Requester Name: _____
Telephone Number: _____

Requisition/Contract Request Number: _____

Description of Product/Services:

PURPOSE

To streamline the procurement process, this form must accompany purchase requisitions for sole source procurements of equipment, supplies, and/or services exceeding \$25,000 (excluding purchases from contract vendors). The primary purpose of a sole source justification is to demonstrate that competitive bidding is impractical because only one product or service can fulfill a specific need.

To support this, the requestor must provide a thorough and documented evaluation of comparable products or services, clearly outlining why alternatives fail to meet the requested need. If no comparable options are available, the request must include a detailed technical description of the requested product or service and a list of other sources considered.

It is important to note that sole source justification cannot rely on subjective quality preferences, availability or price. Public procurement laws mandate that price considerations be addressed through a competitive solicitation process. Justifications must be clear, detailed, and accurate to avoid any potential delays in the procurement process.

INSTRUCTIONS

1. Please type or print legibly.
 2. Fill out the form in its entirety. Provide thorough explanations, detailed descriptions, and all relevant reasons in the space provided. Be sure to include a description of how your research or department would be impacted if the requested product or service is not obtained.
 3. Forms improperly completed, lacking sufficient detail and/or unsigned will be returned to the requester for correction.
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Part I – Procurement Details (To Be Completed by Requester)

1. Procurement Type:

☐ Commodity

☐ Services

2. Contract Method:

Contract (Multiple Years)

Purchase Order (One-time Purchase)

Other: Please specify _____

3. Supplier Name: _____

4. Total Contract Value (must include all renewal options: \$ _____)

Part II – Sole Source Justification (To Be Completed by Requester)

1. Why was the sole source procurement method chosen rather than competitive solicitation? Provide a statement to support the sole source.

2. Why are the products(s) or services the only one(s) that can meet the department need? Provide a statement as to why there is no other suitable or acceptable products or services. (For example: specify any product, part or accessory that serves as an essential repair component or is compatible with existing equipment or is essential for continuity of research. Include any special design or performance features that are critical to meeting the requested needed).

- ### Part III – Supporting Documents to Include with Submission

- Supplier Quote/Proposal
- Pricing Analysis Documentation

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