**SOLE SOURCE/PROPRIETARY PURCHASE FORM – McNeese State University**

*R.S. 39:1597 Provides that a contract or purchase order may be awarded for a required supply, service, or major repair without competition when, under regulations, it is determined in writing by the vendor and the requesting department that there is only one source for the required service, supply, or repair.*

Sole source purchases must be documented with the following:

* MSU Department to complete this Sole Source Justification Form
* Vendor to submit Sole Source Letter (on letterhead, dated and signed) AND a valid price quote

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requisition Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Identify item(s) or service(s) to be approved for sole source treatment: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **FIRM PRICE QUOTATION** – Attach dated firm price quotation from sole source dealer/distributor pricing the product(s)/service identified in Section 1.

QUOTED PRICES SHALL BE FIRM AND INCLUSIVE OF ALL COSTS INCLUDING TRANSPORTATION.

1. **State relevance of purchase to your mission, purpose, research or study: \_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Name of Manufacturer of item(s)/service(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Name of Sole Source/Proprietary Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Web Address (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. If purchase is related to **COMPATIBILITY WITH EXISTING EQUIPMENT**, then identify the Item(s) and applicable Tag Number(s) of state equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **SOLE SOURCE CONSIDERATIONS: *(Mark the One That Best Qualifies)***

A.\_\_\_\_ Exclusive Rights – Item under patent or copyright held by a single vendor and item possesses functions or capabilities critical to use*. (COMPLETE SECTIONS 8 & 9 AND ATTACH PATENT/COPYRIGHT INFO)*

B.\_\_\_\_ Exclusive Design – Item possesses a unique function/capability critical in the research or use of the item and not available from any other sources. *(COMPLETE SECTIONS 8 & 9)*

C.\_\_\_\_ Enhancements of Existing Equipment – This purchase is for accessories sought for enhancement of existing equipment where compatibility with equipment from original manufacturer is paramount. *(COMPLETE SECTION 6, 8, & 9)*

D.\_\_\_\_ Replacement Equipment/Parts – This purchase is for equipment/parts associated with the use of existing equipment where compatibility is essential for integrity of results. *(COMPLETE SECTIONS 6, 8, & 9)*

E.\_\_\_\_ Technical Service – This purchase is for technical services associated with the assembly, installation or servicing of equipment of a highly technical or specialized nature. *(COMPLETE SECTION 9 IN DETAIL)*

F.\_\_\_\_ Continuation or Prior Work – Additional item(s), service or work required, but not known to have been needed when the original order was placed with vendor. *(COMPLETE SECTION 9 IN DETIAL)*

G.\_\_\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(COMPLETE SECTIONS 8 & 9)*

1. **SOLE SOURCE/PROPRIETARY – DISTRIBUTION: *(Mark One that Qualifies)***

A.\_\_\_\_ Item is manufactured or produced by entity, or entity holds exclusive rights to item, and entity solely sells directly to the customer. There are no dealers or distributors for entity.

B.\_\_\_\_ Item is manufactured or produced by entity, or entity holds exclusive rights to item, and entity does not sell directly to the customer. Entity solely distributes the item through only one (1) dealer/distributor in the world, United States, Region, Louisiana, or identified market area.

C.\_\_\_\_ Item is available from more than one (1) source. The item will be treated as PROPRIETARY, but must be competitively solicited form multiple sources of supply.

1. **DETAILED JUSTIFICATION FOR NOT BIDDING**:
2. Explain the unique functional or performance requirements that must be met for the research or use of the items. (Be brief, but concise. Stating “brand preference”, “preferred favorite” or “only source known” are not qualifying sole source explanations.)

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1. List other similar goods/services reviewed that are not equivalent and cannot perform the desired, required objectives. (Be brief, but concise.)

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I hereby declare the information provided herein to be true and accurate to the best of my knowledge. I understand any false or misleading information may be considered a violation under the LA Procurement Code and can subject me to prosecution and penalty under LA R.S. 39:1679.

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Printed Name Date

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Signature E-mail Address