

SOLE / SINGLE SOURCE JUSTIFICATION

Revised: 7/24/02

Part / Item / Service Description: _____

Vendor Name: _____ **Requisition #** _____

Provide sole/single source justification for item(s) or services listed above. Justifications may be made in accordance with NPS Purchasing Regulation 2648-1 and verification (as required by the regulation) must be attached to this document.

** Also include any additional information that assists in determining the validity of the sole/single source justification.*

Only Manufacturer-approved source
(Attach letter from manufacturer IAW NPS policy).

Competition attempted
(Explain below in detail)

Proprietary/Patented Item
(Attach letter from manufacturer).

Copyrighted Item
(Attach letter from company).

Compatibility with existing equipment
(Explain below in detail)

Other
(Explain below in detail)

Explanation of sole/single source: _____

Competition may be possible, but this item is obtained without competition due to the following:

Government/Federal Contract
(Include copy of contract page or contract number, page, and vendor/item number)

Oklahoma State Contract
(Include copy of contract page or contract number, page, and vendor/item number)

Signatures / Authority

Originator / Budget Sponsor: _____ **Date:** _____

**Accounting Coordinator or
Director of Purchasing:** _____ **Date:** _____
(If required)

Note: This form is required to accompany all requisitions that meet quote threshold criteria, but where competition is not feasible or did not occur. Please refer to NPS purchasing regulation 2648-1 (page 9) for sole source criteria.