

SOLE-SOURCE PROPRIETARY JUSTIFICATION
FOR
SERVICES

SAMPLE ONLY

Form needs to be filled out and submitted through the PeopleSoft Requisition System

This questionnaire has been designed to assist faculty and staff in providing information necessary in the processing of requisitions for a sole-source or proprietary purchase of services. Please complete and forward to the Purchasing Office. If more space is needed, please attach additional page(s).

REQUISITION NO.: _____

1. Identify the special and/or unique qualifications of the individual/company and the reason such qualifications are necessary in the performance of the project requirements:

2. Identify all other sources that have been considered for this project and why they were found unsatisfactory:

3. Were any quotes/proposals received from other sources? If yes, forward these via inter-campus mail or fax (562-6290) to the Purchasing Department.

Your signature below insures that:

- No employee/employer relationship exists
- The payment for services is within the range of competitive market wage scales for like services
- This contractor is not related to anyone who has authority over the contract and/or is not an employee of any other UT Component or State Agency
- You certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for sole-source or proprietary procurement

Submitted By: _____
Printed/typed Name & Title

Department

Authorized Signature

Date

Phone No.