MTSU PROCUREMENT SERVICES JUSTIFICATION
FOR SOLE SOURCE PURCHASE OF GOODS AND SERVICES

Good or Service: _____________________________________________________________________________ Date

Department Account Number and Requisition Number for Item(s) Processed through Procurement Services: ________________________________________________________________________________

To comply with Tennessee Public Chapter 413, Public Acts of 2003, this document must be completed for all sole source purchases of goods or services of $10,000 or more that are secured by a requisition through Procurement Services. This and any other documentation plus a departmental requisition must be submitted for justification of sole source purchases and must be approved in advance of securing the goods and/or services.

Sole source purchases over $10,000 require the approval of the Requisitioner/Department Head, and Dean and Vice-President, and the Director of Procurement Services. The Vice President, Business and Finance must approve sole source purchases of $50,000 and over. These approvals cannot be delegated. Additionally, all sole source purchases of goods and services exceeding $250,000 must be routed through the President’s office to the Legislative Fiscal Review Committee for comment. The Fiscal Review Committee has 15 days from the receipt of the contract information for comments; therefore, a minimum of 30 days will be required to process service contracts exceeding $250,000 (Refer Fiscal Review Requirements Pg 6).

Information Related to the Purchase of the Goods or Services

Sole Source Request: □ Service Contract
                               □ Good or commodity

Prepared by:
   Name:
   Email address:
   Phone No:

Department Name and Index Number and Requisition Number:
   Name:
   Number:

Proposed Contractor or Vendor:
   Name:
   Address (Street):
   Address (City, State, and Zip Code):

Maximum Cost: ___________________________ Start Date: ___________________________ Ending Date: ___________________________
Justification for Sole Source:

Please complete this document and secure all approvals in accordance with the dollar amounts reflected on the approvals section of this document prior to sending to Procurement Services. All of the following items must be completed. An explanation and/or information must be provided for those items that cannot be answered with a Yes/No response. Explanations should contain sufficient information for those in the approval path to make an informed decision regarding the request to purchase goods or services on a non-competitive basis.

**Justification for Sole Source Purchases Between $10,000 - $249,999 and $250,000 and More:**

1. Describe the goods or service to be acquired.

   

2. Name of the Contractor or Vendor.

   

3. Explain why the goods or services should be acquired.

   

4. Explain why the goods or services must be provided by this particular source.

   

5. Provide evidence that the proposed contractor has experience in providing the goods or services and the length of time the contractor has provided the goods or services.

   

6. Provide previous purchase history (last 12 months) for these products or services from this source and the procurement method (ex. Competitive, non-competitive, etc.) used to acquire them.
7. Does proposed contractor or vendor have experience providing same or similar goods or services?
   □ Yes □ No

8. Has the department ever purchased these same goods or services from this vendor?
   □ Yes □ No
   If yes, what procurement method was used? (ex. Competitive, non-competitive, etc.)
   

9. If for services, was an effort made to use existing University employees to perform services?
   □ Yes □ No

10. For contracts for services, provide a description of department’s efforts to use existing employees and resources, or, in the alternative, to identify reasonable, competitive, procurement alternatives (rather than to use non-competitive negotiations).
    

11. There is only one product or service that can meet the specific needs and is the product or service only available from one source.
    □ Yes □ No □ N/A
    New:
    If yes, Requestor must provide a memorandum from the vendor or supplier indicating they are the only source for the product or service. Check one below:
    □ Yes □ No □ N/A

12. There is an urgent need or an emergency situation preventing competitive methods.
    □ Yes □ No □ N/A
    If yes, please explain:
    

13. The purchase is compatible or consistency with past acquisitions of products or services. (e.g., avoiding additional cost by changing the supplier of the product or service).
    □ Yes □ No
14. The contract is for services for another governmental unit, such as a State or federal agency, or from another college or university.

☐ Yes ☐ No

15. A complete justification must be provided to explain why the University should acquire the goods or services through non-competitive procurement request rather than through a competitive process. (Note: Being the “only known” or “best” is not deemed adequate justification.)
**Approvals**

**Sole Source Purchase of Goods and Services $10,000 to $50,000**

- Requisitioner/Department Head: 
- Date: 
- Dean or Vice President: 
- Date: 
- Director of Procurement Services: 
- Date: 

**Sole Source Purchases of Goods and Services $50,000 to $250,000**

- Requisitioner/Department Head: 
- Date: 
- Dean or Vice President: 
- Date: 
- Vice President Business and Finance: 
- Date: 

**Sole Source Purchase of Goods and Services $250,000 or More**

- Requisitioner/Department Head: 
- Date: 
- Dean or Vice President: 
- Date: 
- Vice President Business and Finance: 
- Date: 
- President of Middle Tennessee State University: 
- Date:
Review by Fiscal Review Committee

**Sole Source Purchase of Goods and Services of $250,000 or more**
(Except Revenue Only Contracts no longer must go to the Fiscal Review Committee)

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Fiscal Review Committee

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Date

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Sent: __________________________

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A Contract must be submitted to the Fiscal Review Committee of the legislature for review and approval when **the following three (3) criteria are met:**

1. The contract is non-competitive,

2. The contract is over $250,000 in total (inclusive of renewals); and

3. When the total contract term (inclusive of renewal options) is over a period of one (1) year
INSTRUCTIONS

A. Sole Source Purchases processed through Procurement Services Department
1. A Justification form must be provided for all sole source purchases in of $5,000 and up.
2. A hard copy of the completed justification form must be routed through the appropriate offices to obtain the signatures of the following individuals:

   **Purchases of $10,000 to $50,000**
   - Requisitioner
   - Department Head and Dean or Vice-President
   - Director of Procurement Services

   **Purchases of $50,000 to $250,000**
   - Requisitioner
   - Department Head and Dean or Vice-President
   - Vice President, Business and Finance

   **Purchases of $250,000 or more**
   - Requisitioner
   - Department Head and Dean or Vice-President
   - Vice President, Business and Finance
   - President Middle Tennessee State University

Procurement Services will not complete the requisition for purchase of goods and services and issue a purchase order prior to receiving the hard copy of the justification form with all appropriate approvals.

The hard copy of the justification document with signatures will be filed in the requisition file in the Procurement Services Office.

The Justification form may be accessed and completed online at:

If you have questions please contact Procurement Services at 615-898-2944 or email purchase@mtsu.edu