



Southern California Institute for Research and Education

SOLE SOURCE VENDOR JUSTIFICATION FORM

SCIRE requires vendor selection justification and price verification for orders over \$5,000 purchased with Government funds.

A sole source purchase may be made when there is **clearly and legitimately a single source of supply**. You may use this worksheet to record the information to justify your sole source purchase request.

Purchase Order # _____

Name: _____ Phone: _____

SCIRE Project/Grant: _____

E-mail: _____

The purchase will be used for:

Research Education

Unique characteristics and/or requirements of the good(s) or service(s) I am requesting are:

The companies (vendors) I contacted and investigated are:

I am requesting this purchase as a sole source because (check if applies):

- Vendor is a sole provider of a licensed or patented good or service
- Match existing/compatible with my existing equipment:
 - SCIRE tag # _____ Serial # _____
 - As a replacement or repair part
 - As a component to be interfaced with the existing equipment
 - As an accessory or option:
 - to match existing equipment -OR- for interchangeability
- Continuity of research
- Vendor is a sole provider of factory-authorized warranty service
- Maintenance is from the original equipment manufacture
- After extensive search, the *only* vendor that meets all stated requirements