

Requisition Number
(if known): _____

Supplier Name: _____

Will Federal funds support this
Potential purchase? Yes No

The University requires at least three (3) competitive bids for all purchases from non-contract suppliers when the dollar value of the purchase is above \$10,000, unless the supplier qualifies as a sole source. For these situations, end users must identify what unique technical or operational capabilities the supplier possesses which exempt this purchase from competitive bidding. Please provide a description of those qualities in the box below. Some examples, though not all inclusive are:

- Owns a proprietary process or license
- Requires compatibility with existing equipment or services
- Designated exclusive distributor for this product or service
- Maintains consistency of products during research testing
- Supplier is only one who can meet the timeline
- Start-up and orientation for new supplier is not cost effective given requirements

Please explain why the supplier is a *sole source supplier* below:

As the Requester of this potential purchase, I declare the need for this sole source supplier and attest that: (choose one)

- I do not** (nor does a member of my immediate family or partner)
- have a family relationship or business affiliation with the proposed supplier or
 - have a financial or other interest, or a tangible personal benefit from the proposed procurement transaction.
- I do** (or a member of my immediate family or partner does)
- have a family relationship or business affiliation with the proposed supplier or
 - have a financial or other interest, or a tangible personal benefit from the proposed procurement transaction.

Name (print) of the Requester

Signature of the Requester determining the need
for this sole source supplier

Date

For questions, please email purchasing.helpdesk@yale.edu