Explanation for Sole Source Form

Form 3205 FR.03 (revised 2/27/2014)

Requisition Number (if applicable):

Date:

Supplier Name:

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
- Require compatibility with existing equipment or services
- Designated exclusive distributor for this product or service
- Maintain consistency of products during research testing
- Supplier is only one who can meet the timeline
- Start-up and orientation for new vendor is not cost effective given requirements
- Please provide an explanation if the lowest cost provider was not chosen

Name of Person that determined that this is a Sole Source Purchase:
(Print):

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