

UNT | SYSTEM™

PROPRIETARY/SOLE SOURCE PURCHASE JUSTIFICATION

State of Texas law and UNTS policy require competitive bidding for purchases unless they qualify as Proprietary or Sole Source purchases. A Proprietary or Sole Source purchase is a product or service that has a distinctive characteristic that is not shared by competing products or services. When the specification limits consideration to one manufacturer, one product or one service provider, a written Proprietary Purchase/Sole Source Justification form must be retained in the procurement file. This questionnaire will assist faculty and staff in relaying information necessary in the procurement of proprietary or sole source goods and services. All purchases are subject to the Texas Open Records Act and possible review by Internal, State and Federal auditors. **Final approval from Procurement Services is required before a purchase will be made.**

1. Identify the operational features or functions that are **unique** or proprietary to the requested good(s) or service(s). For services, identify the special and/or **unique** qualifications of the individual/company providing the services.
2. Briefly explain the **need for the unique features** or characteristics outlined in the order. For services, explain the reason any unique qualifications are necessary in the performance of the project requirements.
3. Explain the reasons competitive products or services are not satisfactory. Identify all other sources whose products/services have been considered for this project and explain why they were found unsatisfactory. Also, attach any quotes/proposals received from other sources, if applicable.
4. For products: Give Brand and Model number of existing equipment if product will be used with existing equipment. List the purchase order number, if applicable.
5. For services: If the service is related to an existing contract for service, list the existing purchase order number.

The Contractor has not given or offered to give at any time any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to me in connection with the submitted bid, offer, proposal or contract.

The undersigned university official does not have a financial, personal, or business interest in a vendor whose products or services are being considered for purchase at the university or campus. Any conflict shall be disclosed to prevent any real or perceived institutional conflicts of interest.

I certify that the above statements are true and correct.

Submitted By: _____ Department: _____
Signature

Print Name: _____ Title: _____ Date: _____

Approval: Vice President/Vice Chancellor: _____

Procurement Approval: _____