

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 form 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. What are the operational features or functions that are unique or proprietary to the requested good(s)? For services, identify the special and/or unique qualifications of the individual/company providing the services.
 Why do you need this unique features or characteristics outlined in question 1? How will the University benefit from this procurement? For services, explain the reason any unique qualifications listed in question 1 are necessary in the performance of the project requirement
3. For equipment, software, or systems, please explain why no other vendor or distributor can fulfill this request. (e.g. proprietary, no authorized resellers, etc.) - Attach declaration from manufacturer if applicable.



Note: If your dept does not roll up under a AVC or AVP, the persor with budgetary responsibility may sign (generally a dept chair)	1
AVC or AVP Signature	Procurement Services
Submitted By:	Department:
	Date
The Contractor has not given or offered to give at any time any economic op favor, or service to me in connection with the submitted bid, offer, proposal personal, or business interest in a vendor whose products or services are shall be disclosed to prevent any real or perceived institutional conflicts of	or contract. The undersigned university official does not have a financial, being considered for purchase at the university or campus. Any conflict
5. For services: If the service is related to an existing contract for service, list t	he existing purchase ordernumber.
if applicable.	
5. For products: Give brand and model number of existing equipment if proc	duct will be used with existing equipment. List the purchase order numbe
for this project and explain why they were found unsatisfactory. Also, attac Important Note: Prior to evaluating products/services, notify Procuremen umbrella of a Formal Solicitation. Also, any mention of pricing, discounts	at Services to determine if the evaluations should fall under the
4. Explain the reasons competitive products or services are not satisfactory. Id	lentify all other sources whose products/services have been considered

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