

**REQUEST FOR SINGLE/SOLE SOURCE PURCHASE**

State policy\* requires competitive procurements for purchases of goods and services over $5,000.  
This requires: (1) **generic specifications** with no trade name be used for bids and quotes; and

(2) **multiple bidders** be allowed to bid.

Use this form to seek waiver of one or both of these state mandated requirements\*.

**Part I**: Single/Sole source request, a specific brand name good or service is only available from one source.

**Part II**: Reasonable price verification is required to verify reasonableness of the price.

**Part III**: Certification of Information is required to verify accuracy of information.

**Part IV**: Purchasing Response section documents approval, denial or if additional information is needed.

Do not communicate with suppliers until Procurement finalizes all negotiations and contracts.

**REQUEST DOES NOT GUARANTEE AN ORDER WILL BE PLACED WITH THIS VENDOR!**

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| **Requesting Party Information** | | | | |
| Name-Requesting Party | Department | Phone Number | E-mail address | Date |
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| Signature-Requesting Party |
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| **Product or Service** | | |
| Vendor/Manufacturer Name | Complete Description and Purpose of Product/ Services Sought | Part Number or Identifying Information (If applicable) |
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| **Part I: Justification Basis for Single Source (Brand Specific) or Sole Source Request (check one)** |
| **Single Source:** This is **a unique or proprietary procurement.** Please explain **in detail** the reasons the requested product or service is the only one able to meet the current need, and why no other source or product can do so (compatibility or standardization with other equipment; uniqueness of brand to meet needs*). Include other brands that were evaluated and the reasons they did not meet your needs:*      .  Note: Brand name goods or services may **be available from several sources (resellers or distributors)**. |
| **Grant Specified:** **A grant award requires the purchase** of the brand name product or service or from a specific vendor or contractor. *Please attach the grant with the relevant portions highlighted.* |
| **Sole Source:** The identified vendor is the only vendor authorized to sell the requested good or service. Please attach the sole source letter from the vendor confirming. This must be on vendor letterhead and signed by a vendor authorized signatory; or  Other:      .  **Required – Efforts to identify other sources:** *Detail the names, telephone numbers, and/or copies of correspondence to verify other vendors were contacted to support the sole source claim*.      . |
| **Public Emergency:** A **public emergency exists** or there is **substantial time pressure** which will not allow for competitive solicitation. Please describe in detail the nature of the emergency or time pressure that justifies purchase without competitive bid.      .  Note: Time pressure must be beyond the agency's control and does not include administrative delays or confusions in processing. The Governor’s office must approve purchases over $25,000. PRO-C-3: <http://vendornet.state.wi.us/vendornet/procman/proc3.pdf> |

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| **Part II: Reasonableness of Cost [Required]** |
| Please attach a copy of the price quotation from the sole source vendor and describe what you have done to verify reasonableness of the price:      .  Please describe if there are any ongoing/reoccurring costs associated with the request:     . |

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| **Part III: Certification of Information [Required]** |
| The undersigned certifies the above facts and data set forth are complete and accurate.  Preparer’s Name and Title: Date: \_\_\_\_\_\_\_\_\_\_  Signature of Preparer: Date: \_\_\_\_\_\_\_\_\_\_  Signature of Supervisor: Date: \_\_\_\_\_\_\_\_\_\_ |
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| **Part IV: Purchasing Response [Completed by Purchasing Manager]** |
| Request for a **sole source** is  Approved;  Denied. Purchasing Date & Initials:      .  Request for a **single source** is  Approved;  Denied. Purchasing Date & Initials:      .  The following additional information is needed:      . Purchasing - Date & Initials:      . |

\*State Policy documents: PRO-C-13: <http://vendornet.state.wi.us/vendornet/procman/proc13.pdf>

PRO-C-9: <http://vendornet.state.wi.us/vendornet/procman/proc9.pdf>