



## Sole Source Justification Request

According to State Board Policy 309.2 that pertains to Sole Source Vendors, you must obtain and provide evidence to the Chancellor of ACCS that this is the only source for this product and that similar products do not meet the required specifications. Therefore, you must provide the following:

1. **Completed Request for Sole Source Justification form.**
2. **Letter from the vendor** supporting the sole source claim that includes and confirms the following:
  - Confirms they are the only vendor that can supply the product or services needed
  - Explains the uniqueness of the product or services in detail, which may also include compatibility, patent, warranty, software upgrades, etc.
    - *Example 1: The equipment was installed by this particular vendor and purchasing similar compatible products from another company would void the warranty or compromise the system if any other vendor performed maintenance on the equipment.*
    - *Example 2: The equipment or software cannot be purchased through other vendors. Similar equipment or software offered by other vendors is not compatible with current requirements for classroom instruction and training.*
3. **Documentation from competing vendors** to show that their products do not meet the specifications:
  - An email or letter **from three different vendors**, of similar sector, confirming the product isn't sold by their company or that similar products they sell are not compatible with required specifications.
    - Provide these vendors with very detailed product specifications, that may also include or require product warranty, software upgrades, specified timeframe of product delivery. The product delivery may be contingent on when it is needed to begin classroom instruction training or in order to meet grant deadlines. This would engage the vendor to respond in detail to what your product needs are.
4. **Letter from the requestor** that includes the following:
  - how it was determined that the item or service is only available from one source
  - that your academic requirements for wishing to purchase the product cannot be met by other products and
  - what sets this product apart from others

**Please return all required documentation to:**

Tonya Banks  
Purchasing Agent  
1900 Highway 31 South  
Bay Minette, AL 36507  
[Tonya.Banks@coastalalabama.edu](mailto:Tonya.Banks@coastalalabama.edu)



## REQUEST FOR SOLE SOURCE JUSTIFICATION

**NOTE: Both the vendor and the product(s) must be deemed unique.**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Institution: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Campus Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Preferred Vendor: \_\_\_\_\_ Amount: \_\_\_\_\_

I am aware that Section 41-16-50 of the Code of Alabama mandates that the Alabama Community College System procure all material, equipment, services, and supplies totaling \$15,000.00 or more via competitive bid. However, I am requesting sole/single source approval based on the following criteria. (Attach additional sheets as necessary)

I. The requested product is an integral repair part or accessory compatible with existing equipment.

A. Existing equipment: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_  
Model/Serial Number: \_\_\_\_\_  
Age/Current Value: \_\_\_\_\_  
Estimated Remaining Life Span: \_\_\_\_\_

B. Requested equipment/accessory/part: \_\_\_\_\_  
Manufacturer/Model Number: \_\_\_\_\_  
Dollar Value: \_\_\_\_\_  
Explain relationship between current equipment and requested equipment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. The requested product has unique design/performance specifications which are essential to the institution's needs and are not available in comparable products.

A. These capabilities are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. In addition to the product requested, I have contacted other suppliers identified below and considered their product of similar capabilities. These products are not acceptable because they are lacking one or more of the technical specifications described in A above.  
Explain in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Vendor: \_\_\_\_\_  
Vendor contact/phone #: \_\_\_\_\_  
Product Description: \_\_\_\_\_  
Technical Deficiencies: \_\_\_\_\_

2. Vendor: \_\_\_\_\_  
Vendor contact/phone #: \_\_\_\_\_  
Product Description: \_\_\_\_\_  
Technical Deficiencies: \_\_\_\_\_

3. Vendor: \_\_\_\_\_  
Vendor contact/phone #: \_\_\_\_\_  
Product Description: \_\_\_\_\_  
Technical Deficiencies: \_\_\_\_\_

III. Other factors not addressed above which may assist in the sole source justification review process are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NO SOLE SOURCE WILL BE APPROVED WITHOUT THE BELOW SIGNATURES**

I certify that the above information is true and correct and that I have no financial or other beneficial interest in the vendor.

\_\_\_\_\_  
Full Name of Principal Investigator  
(Print or Type)      Date: \_\_\_\_\_      Signature \_\_\_\_\_

\_\_\_\_\_  
Chief Financial Officer  
(Print or Type)      Date: \_\_\_\_\_      Signature \_\_\_\_\_

\_\_\_\_\_  
President  
(Print or Type)      Date: \_\_\_\_\_      Signature \_\_\_\_\_

☐ Sole/Single Source justification is adequate and purchase is authorized without competitive solicitation.

☐ Sole/Single Source justification is inadequate and purchase **is not** authorized without competitive solicitation.

\_\_\_\_\_  
Chancellor      Date: \_\_\_\_\_      Signature \_\_\_\_\_