

FLORIDA STATE COLLEGE AT JACKSONVILLE
SINGLE SOURCE / SOLE SOURCE JUSTIFICATION REQUEST*

* Completion of this form is required as a request to exempt soliciting competitive quotes for purchases \$3500 or greater to issue a PO to a company or for an OPS agreement to a person > \$5000.

Requestor Name: _____	Requestor Phone No.: (904) _____ - _____
Requesting Campus/Center: _____	Requesting Department: _____
<input type="checkbox"/> Request to purchase as a single source?(i.e. Not a sole source, but required as defined below) <input type="checkbox"/> Request to purchase as a sole source?(i.e. Only source in the world that provides this item / service) <input type="checkbox"/> Will the purchase use federal funds? Yes ___ No ___	
Supplier Name: _____	
Supplier Point of Contact: _____	
Supplier Phone No. (_____) _____ Fax # (_____) _____	
Total Project Purchase Value:\$ _____ / this FY,\$ _____ /year thereafter Orion Dept Req. # ? _____ - _____	

Please describe below the commodity/service you are requesting to purchase:

Justification of exemption from soliciting competitive quotes/proposals (check all that applies)

- _____ Supplier currently holds a State of Florida state term contract, university, community college or school board contract (as defined in SBE 6A-14.0734)** Contract # is: ??? _____
- _____ Supplier is the sole copyright/patent holder **
- _____ Supplier is the sole distributor in Florida of this product / service**

** Please attach copy of a letter from the supplier / publisher / manufacturer that documents this assertion.

_____ In addition it is also required the following section be completed.
 Notate below a **detailed** justification as to **specifically why this requested purchase of goods or services cannot be competitively quoted.** (i.e. Florida State College at Jacksonville is required by law to use this source such as OSHA, IRS, etc).
 (Note: while a supplier may be the sole distributor of a brand of product or service, **describe below why can't Florida State College at Jacksonville consider and accept a competitor's product or service?**)
 Attach additional pages as required.

	Name (printed)	Signature	Sole Source Approval?		Date
			Yes	No	
Requestor					/ /
Budget Administrator					/ /
*** Campus President or VP / DAS					/ /
AVP of Purchasing	Larry Snell				/ /

*** Campus President or VP signature is required if the request is \$10,000 or greater. If the request is less than \$10,000, only your campus Director of Administrative Services (DAS) signature is required.