



**SOLE SOURCE JUSTIFICATION
USM Procurement Policies & Procedures**

CONTRACTOR'S NAME _____
ADDRESS

AMOUNT _____

DESCRIPTION OF PURCHASE

1. WHY IS SOLE SOURCE CHOSEN AS THE PROCUREMENT METHOD RATHER THAN COMPETITIVE SEALED BIDDING

2. WHY IS NO OTHER VENDOR OR CONTRACTOR SUITABLE OR ACCEPTABLE AS A SOURCE FOR THIS PROCUREMENT

3. OTHER REMARKS (e.g.: industry research, internet research, vendor inquiries, or knowledge and expertise)

4. Is price fair and reasonable? Yes No

REQUESTOR

DATE

PROCUREMENT OFFICER REPRESENTATIVE

DATE

PROCUREMENT DIRECTOR

DATE