

## PORTLAND STATE UNIVERSITY SOLE SOURCE REQUEST FORM

PROPOSED VENDOR INFORMATION		DEPARTMENT INFORMATION	
VENDOR:		DEPARTMENT:	
ADDRESS:		CONTACT NAME:	
CITY, STATE ZIP:		TELEPHONE:	
GOODS OR SERVICES:			
<b>ANSWER THE FOLLOWING QUESTIONS</b>			
1. Are the goods or services only available from a single source? How was this determined?			
2. Is there a necessity or emergency requirement that does not permit a delay resulting from a competitive solicitation?			
3. Has a non-competitive acquisition has been expressly authorized by the Federal awarding agency or pass-through entity in <u>response to PSU's written request</u> for such authorization? Having vendor called out in a proposal or grant does not meet this requirement.			
4. Have solicitations been conducted that resulted no competitive vendors being identified?			
5. If your proposed vendor went out of business, how would the need for these goods or services be met?			
6. Are any federal funds being used to pay for the goods or services?			
<p>Under penalty of perjury, I certify that neither I nor any PSU staff member associated with this procurement, nor any of our relatives, have any interest in the vendor identified in this Request Form. ("Relative" includes your spouse or domestic partner, parent, children or stepchildren, siblings, parents-in-law, son-in-law, sister-in-law, brother-in-law or any individual to whom you have a legal support obligation. "Interest" includes any consideration or other things of material economic value, including future consideration. I further certify that I am not currently employed by this vendor nor have I been employed by this vendor in the last 12 months.</p>			
_____ Signature		_____ Date	
_____ Printed Name			
I understand this request for sole source procurement and certify that all information contained in the Request Form is true and complete.			
_____ Signature		_____ Date	
_____ Printed Name			
<b>Contracting and Procurement Services (CAPS) Internal Use Only</b>			
Contractor is not suspended or debarred from doing business with the federal government as verified on sam.gov (see attached print screen).			
CAPS Contracts Officer: _____		Date: _____	
This sole source was posted on Bid Locker from: _____ to _____			
Pursuant to PSU Standard 580-062-0020(8), CAPS has found that due to special needs or qualifications only a single vendor is available to provide these goods or services.			
CAPS Director: _____		Date: _____	