



MEMORANDUM

Purchasing Department
Mailing Address: 4400 University Drive, Mailstop 3C5
Street Address: 4441 George Mason Boulevard, 4th Floor, Suite 4200
Fairfax, Va. 22030

George Mason University Sole Source Procurement Approval Request

Approval must be received and a purchase order issued through eVA prior to any performance from the vendor. Refer to Policy 2106 for additional details.

Sole Source: A sole source procurement is authorized when there is only one source practicably available for goods or services exceeding \$5000. The purpose of a sole source determination is to show that competition is impracticable because only one product or one source is practicably available to meet a specific need. In cases where no competition exists, written documentation must be provided to demonstrate that the proposed price is deemed to be fair and reasonable.

TO: Purchasing, MSN 3C5

FROM: _____
Contact Person and Title

DATE: _____

PRODUCT OR SERVICE: _____

VENDOR REQUESTED: _____

AMOUNT: \$ _____

STATEMENT:

I am aware that §5 of the *Governing Rules* mandates that all public contracts with nongovernmental contractors for the purchase or lease of goods or for the purchase of services be awarded after competition wherever practicable. However, the following determination is provided to document the basis for the request of a sole source procurement: (Additional space is provided under question 7)

1. What is the nature of the project in which this product or service is required? If this is a grant, is the vendor specifically named? If yes, attach a copy of the page from the grant denoting the vendor specified.

5. **Mason is obligated to conduct non-competitive negotiations to obtain the best possible price.** Please answer each of the following questions:
- a. Explain how negotiations were conducted (who negotiated with the vendor, what was the price before and after negotiations?)
 - b. Provide factual data (actual price comparisons with other providers in the industry, prices paid by other entities, percentage discount off of published list price, past prices paid by Mason) that demonstrate that the price being offered is fair and reasonable.
 - c. What additional value (additional no-cost maintenance offered, improved payment terms, services that reduce the existing burden on Mason resources, etc.) did the vendor offer that contributed to this pricing being deemed fair and reasonable?
6. Will this purchase obligate Mason to this vendor for future purchases (e.g., annual support/maintenance and/or future upgrade requirements)? If yes, provide details.

7. Additional space for answers:

CERTIFICATION: I certify that the above statements are true and to the best of my knowledge.

Signature:

Date

Buyer Notes: