



### Sole Source/Proprietary Justification

Requisition No.

Date:

This questionnaire should be completed and signed by the end user or other subject matter expert familiar with the technical requirements of purchase. After completion, please forward to Procurement Services. If more space is required, feel free to attach additional pages. Note: The price of the product or service is not a consideration for sole source, as pricing can be determined only by competitive solicitation.

- 1) Reason for sole source:  
This is the only known product or service of its kind      This is the only known supplier of the product or service  
The use of this specific vendor, product or service required by sponsored project or grant  
Other:
  
- 2) This product or service is required for use in:  
Research      Classroom      Lab      Other
  
- 3) Provide a description of the product or service. Product: Brand, model number. Service: Scope of work.
  
  
  
  
  
  
  
  
  
  
- 4) Provide the known source of product or service, including vendor name, address and contact information.  
Known source is the: Manufacturer      Publisher (incl. software)      Other
  
  
  
  
  
  
  
  
  
  
- 5) What features or functions are unique and/or proprietary to this product or service?
  
  
  
  
  
  
  
  
  
  
- 6) How are the features or functions listed above essential to the accomplishment of the work?
  
  
  
  
  
  
  
  
  
  
- 7) List any other source that provides a similar product or service.

### Sole Source and/or Proprietary Justification (cont.)

8) Why won't these competing products or services satisfy the requirements of this purchase?

- 9) Will the product be used with existing equipment or system currently in use? If yes:
- |  |     |    |
|--|-----|----|
| - with equipment from same manufacturer?             | Yes | No |
| - as a repair/replacement part?                      | Yes | No |
| - as a component to be interfaced?                   | Yes | No |
| - as an accessory or option?                         | Yes | No |
| - to match existing equipment?                       | Yes | No |
| - for reasons of interchangeability/standardization? | Yes | No |
- Give Brand and Model number of existing equipment.

10) If applicable, provide the U.S. export control classification for each item. Provide the U.S. Munitions List (USML) category if International Traffic in Arms Regulations (ITAR)-controlled, or the Export Control Classification Number (ECCN) if Export Administration Regulations (EAR)-controlled. Example: **Item 1, 9B006**

If all items are subject to Export Administration Regulations under the U.S. Department of Commerce, but are not listed on the Commerce Control List, identified as EAR99, please check here

For further information, contact the Texas A&M Export Controls Office:

<https://vpr.tamu.edu/resources/export-controls>

11) Are these products or services Electronic Information Resources (EIR); hardware, software, web applications, or related products, such as documents and information about authoring tools? Yes No

If yes, vendor MUST provide a Voluntary Product Accessibility Template (VPAT). The VPAT or exception must be approved through the Texas A&M Division of Information Technology.

For further information, contact the Texas A&M Division of Information Technology:

[https://itaccessibility.tamu.edu/resources/vpat\\_vendor.php](https://itaccessibility.tamu.edu/resources/vpat_vendor.php)

12) Give any additional information you feel may aid the buyer in processing this requisition.

I certify that, to the best of my knowledge, the above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a sole source/proprietary purchase.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE OR EMAIL: \_\_\_\_\_