

## PORTLAND STATE UNIVERSITY SOLE SOURCE REQUEST FORM

PROPOSED VENDOR INFORMATION		DEPARTMENT INFORMATION	
<b>VENDOR:</b>		<b>DEPARTMENT:</b>	
<b>ADDRESS:</b>		<b>CONTACT NAME:</b>	
<b>CITY, STATE ZIP:</b>		<b>TELEPHONE:</b>	
<b>GOODS OR SERVICES:</b>			
<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 <u>in 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?			
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.			
_____ <b>Signature</b>		_____ <b>Date</b>	
_____ <b>Printed Name</b>			
I understand this request for sole source procurement and certify that all information contained in the Request Form is true and complete.			
_____ <b>Signature</b>		_____ <b>Date</b>	
_____ <b>Printed Name</b>			
<b>Contracting and Procurement Services (CAPS) Internal Use Only</b>			
This sole source was posted on the Oregon Procurement Information Network (ORPIN) 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: _____	