

**Midwestern State University
Proprietary Purchase/Sole Source Justification**

- A **proprietary purchase** is defined as one where the specifications or conditions of the proposed purchase are proprietary to one vendor and do not permit an equivalent product or service to be supplied.
- A **sole source** is defined as when the specified product or service is only available for purchase through a single vendor e.g. manufacturer, publisher, or service provider.
- An **emergency purchase** occurs when the agency must make the procurement quickly to prevent a hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the state.

Date: _____ Requisition Number: _____ Estimated Cost: _____

Ordering Department: _____ Suggested Source: _____

- 1.) The proprietary purchase or sole source meets which of the following:
 - Compatibility-the goods/equipment must match existing brand of equipment for compatibility
 - Emergency-the purchase is needed for emergency reasons.
 - Proprietary/Sole Source-the goods or services have no competitive alternatives or are only available from a single vendor.
- 2.) Please describe the product or service the department proposes to purchase, and provide a statement regarding the business need and planned use. For emergency purchases, please note the nature of the emergency:
- 3.) Please explain why the agency specification for the product or service is written as they are and why they are necessary to accomplish our goals:
- 4.) Please list any known vendor(s) which supply a similar product/services with similar functions or functionality:
- 5.) Please state the reason why competing supplies and services (from other manufacturers) will not meet your needs:

The preparer attests that by submitting this justification for a proprietary purchase transaction, the preparer is not aware of any conflict of interest between the preparer or any other faculty or staff member of the requesting department and the proprietary purchase vendor.

Signature of Department Representative	Printed	Date
FOR PURCHASING USE ONLY		
Proprietary Purchase is: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>		Reason for Disapproval:
_____	_____	
Purchasing Signature	Date	
_____	_____	
Printed		