MTSU PROCUREMENT LOGISTIC SERVICES JUSTIFICATION
FOR SOLE SOURCE PURCHASE OF GOODS AND SERVICES

Good or Service: ___________________________ Date ___________________________

MTSource Purchase Requisition Number for goods or services processed through Procurement Logistic Services: ___________________________

To comply with Tennessee Public Chapter 403, Public Acts of 2003, this document must be completed for all sole source purchases of goods or services of $10,000 or more that are secured by a requisition through Procurement Logistic Services. Provide this and any other documentation including a copy of the MTSource departmental requisition for justification of sole source purchase. All sole source purchases must be approved in advance of securing the goods and/or services.

Sole source purchases $10,000 require the approval of the Requisitioner, Department Head, and Dean or Vice-President, and the Director of Procurement Logistic Services. The Senior Vice President must approve sole source purchases of $50,000 to $250,000. These required approvals cannot be delegated. Additionally, all sole source purchases of goods and services of $250,000 and over must be routed through the President’s office, and through the Chancellor of the Tennessee Board of Regent’s office, and to the Legislative Fiscal Review Committee for comment. The Fiscal Review Committee of the State Legislature will review any sole source or non-competitive purchase when that purchase meets each of the following requirements: (1) The purchase or contract is non-competitive; (2) The purchase or contract is over $250,000 in total (inclusive of renewals); and; (3) When the total purchase or contract term (inclusive of renewal options) is over a period of one (1) year. The Fiscal Review Committee has 15 days from the receipt of the contract information for comments; therefore, a minimum of 30 days will be required to process service contracts exceeding $250,000.

Information Related to the Purchase of the Goods or Services

Sole Source Request: [ ] Service Contract [ ] Good or commodity

Prepared by: ___________________________

Name: ___________________________

Email address: ___________________________

Phone: ___________________________

MTSource Purchase Requisition Number (Required): ___________________________

Name: ___________________________

Number: ___________________________

Proposed Contractor or Vendor: ___________________________

Name: ___________________________

Address (Street): ___________________________

Address (City, State, and Zip Code): ___________________________

Maximum Cost: ___________________________
Start Date:  
Ending Date:  

**Justification for Sole Source:**

Please complete this document and secure all approvals in accordance with the dollar amounts reflected on the approvals section of this document prior to sending to Procurement Logistic Services. All of the following lines items must be completed in detail. An explanation and/or information must be provided for those items that cannot be answered with a Yes/No response. Explanations should contain sufficient information for those in the approval path to make an informed decision regarding the request to purchase goods or services on a non-competitive basis.

**Justification for Sole Source Purchases Between $10,000 - $249,999 and $250,000 and More:**

1. Describe the goods or service to be acquired.

2. Name of the Contractor or Vendor.

3. Explain why the goods or services must be provided from this particular source.

4. Provide evidence that the proposed contractor has experience in providing the goods or services and evidence of the length of time the contractor has provided the goods or services.

5. Provide previous purchase history (last 12 months) for these products or services from this source and the procurement method (ex. competitive, non-competitive, etc.) used to acquire them.

6. For contracts for services, provide a description of department’s efforts to use existing University or State employees and resources, or, in the alternative, to identify reasonable, competitive, procurement alternatives (rather than to use non-competitive negotiations).
7. There is only one product or service that can meet the specific needs and the product or service is only available from one source.

☐ Yes  ☐ No  ☐ N/A

New:
If yes, Requestor must provide a memorandum from the vendor or supplier indicating they are the only source for the product or service. Check one below:

8. There is an urgent need or an emergency situation preventing competitive methods.

☐ Yes  ☐ No  ☐ N/A

If yes, please explain:


9. The purchase is compatible or consistent with past acquisitions of products or services. (e.g., avoiding additional cost by changing the supplier of the product or service).

☐ Yes  ☐ No

10. The contract is for services for another governmental unit, such as a State or federal agency, or from another college or university.

☐ Yes  ☐ No

11. A complete justification must be provided to explain why the University should acquire the goods or services through non-competitive procurement request rather than through a competitive process. Refer to Procurement Policy IV: 06:01 (4.7, pg 18/19). (Note: Being the "only known" or "best or preferred" is not deemed adequate justification.)
MIDDLE TENNESSEE STATE UNIVERSITY

Approvals

**Sole Source Purchase of Goods and Services $10,000 to $50,000**

Requisitioner or Department Head

Date

Dean or Vice President

Date

Director of Procurement Logistic Services

Date

**Sole Source Purchases of Goods and Services $50,000 to $250,000**

Requisitioner or Department Head

Date

Dean or Vice President

Date

Senior Vice President

Date

**Sole Source Purchase of Goods and Services $250,000 or More**

Requisitioner or Department Head

Date

Dean or Vice President

Date

Senior Vice President

Date

President of Middle Tennessee State University

Date

Chancellor Tennessee Board of Regents

Date
A Contract must be submitted to the Fiscal Review Committee of the legislature for review and approval when all of the following three (3) criteria are met:

1. The contract is non-competitive,
2. The contract is over $250,000 in total (inclusive of renewals); and
3. When the total contract term (inclusive of renewal options) is over a period of one (1) year
INSTRUCTIONS

A. Sole Source Purchases processed through Procurement Logistic Services Department

1. A Justification form must be provided for all sole source purchases in of $10,000 and over.
2. A hard copy of the completed justification form must be routed through the appropriate offices to obtain the signatures of the following individuals:

**Purchases of $10,000 to $50,000**
- Requisitioner or Department Head
- Dean or Vice-President
- Director of Procurement Logistic Services

**Purchases of $50,000 to $250,000**
- Requisitioner or Department Head
- Dean or Vice-President
- Senior Vice President

**Purchases of $250,000 or more**
- Requisitioner or Department Head
- Dean or Vice-President
- Senior Vice President
- President Middle Tennessee State University
- Chancellor Tennessee Board of Regents
- Fiscal Review Committee

Procurement Logistic Services will not complete the MTSource requisition for purchase of goods and services or issue a purchase order prior to receiving the hard copy of the sole source justification form with all appropriate approvals.

The hard copy of the justification document with signatures will be scanned and attached 'online' to the MTSource requisition as an 'Internal Attachment'.

The sole source Justification form may be accessed and completed online at: http://procurement.mtsu.edu.

See forms under for MTSU purchasers. But all required signatures must be secured manually and be original signatures.

If you have questions, please contact Dr Will Pritchett in Procurement Logistic Services at 615-898-2944 or email purchase@mtsu.edu.