



SOLE SOURCE CERTIFICATION AND POSTING NOTICE

University of Central Florida
Orlando Tech Center 12479
Research Parkway, Orlando,
Florida, 32826-3248

United States

In accordance with the authority granted under applicable Florida Law and Administrative rule 6C7-7.130 of the University of Central Florida, the following documentation is submitted in support of this request to purchase the product(s) and /or services(s) listed below without first issuing a call for bids or proposals.

Explanation and Instructions for Completion of a Sole Source Certificate

The following points should be covered in your certification:

1. Description and use of products(s) and/or service(s) in layman's Language.
2. (A) State briefly reasons why product(s) and/or service(s) should not be subject to bid requirements, i.e. **"the named product(s) and/or service(s) is/are the only product(s) and/or service(s) that meets the specifications required in writing by requester."**

(B) State why the product(s) and/or services are available from only one source, i.e. **"the named vendor is the only vendor that can make the named product(s) and/or service(s) available."**

(C) Attach additional pages, as necessary to state clearly and concisely why only the named product(s) and/or Service(s) will accomplish the function(s) /specification(s) required. Most vendors already have this Information prepared for sole source purchases. If available, request this information from the vendor and attach to the sole source certification.
3. Attach additional pages, as necessary, to indicate product(s) and/or contractual or construction service(s) required.
4. Attach sole source certificate to the purchase requisition form. Forward both documents, and any additional documentation, to the General Counsel for approval.
5. General Counsel Approval must be acquired before president, vice president or vice president designee approval.

If approval is not granted the usual BIDDING PROCESS will be necessary.

Approved Sole Source must be scanned into the Purchasing Requisition prior to Requisition being forwarded to Purchasing.

PART I

Purchase Requisition Number _____

Department Name: _____ Department/Project No. _____

Product and/or Service: _____

Vendor Name: _____ Phone: (____) _____ Facsimile: (____) _____

Contact Person: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Justification:

- A. I, the undersigned certify Part I to be true, and that to the best of my knowledge and belief, these item(s) are available only from the above named vendor or contractor.
- B. I the undersigned Director, Chair or above, certify that I and/or the user do not have financial interest in the above named vendor or contractor.

Signature

Printed Name and Title

Date

PART II

General Counsel Review and Approval _____

Signature

Date

Comments:

I, the undersigned, or their authorized designee of the University of Central Florida, hereby concur with the above justification and authorize the acquisition of the above product(s) and/or service(s) on a sole source basis.

Signature

Printed Name and Title

Date

PART III

Posting Notice

UCF Control No