

Texas A&M Engineering

SOLE-SOURCE/ PROPRIETARY JUSTIFICATION FOR GOODS

This questionnaire has been designed to assist researchers in providing information necessary in the processing of a request for a sole-source or proprietary procurement. Please complete and forward to the department business office. If more space is needed, please attach additional page(s).

Requisition Number: _____

Item Manufacturer: _____

Item Description: _____

Model Number: _____

1. Identify the features or characteristics which are unique to the requested good(s):

2. Briefly explain the need for the unique features or characteristics. (This explanation must address the critical importance of the unique or characteristics as it applies to its intended use and/or purpose in your operation.):

3. Identify all other sources whose good(s) have been reviewed and why they are not satisfactory (Attach any quotes/proposals received from other sources, if applicable):

4. Give Brand and Model number of existing equipment if product will be used with existing equipment:

By submitting this form, submitter certifies that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source or proprietary procurement.

Form to be submitted for all Sole Source requests over \$10, 000.00