



DATE: _____

TO: VPAF or Comptroller _____ () Approved / () Not Approved

FROM: _____

SUBJECT: **Sole Source Determination of Need**
(UOGPR Sect 3.12.2/ P.L 36-70 December 2021; 5 GCA § 5214)
Requisition #: _____ **Dated:** _____ (**PO#:** _____)
Vendor Name: _____ **Amount:** \$ _____

Sole source procurement is not permissible unless a requirement is available from one vendor, Sole Source Procurement procedure must be used even if the procured item or service is a small purchase. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item. The following are examples of circumstances which could necessitate sole source procurement. Based on our review of the document, the sole source method of procurement is justified as follows:

- () Only distributor/agent
- () Local Solicitations are negative: () No BID received () One Bid Received
- () Where the compatibility of equipment, accessories, or replacement of parts is of Paramount consideration;
- () Supplies are offered through bankruptcy or receivership sales, or other disposition at lower Than prevailing market prices;
- () Public utility services are to be procured;
- () Sole supplier's item is to be procured for resale;
- () Sole supplier's is needed for trial use or testing;

Supporting documentation included:

- () Solicitation Package (RFQ/RFI response, email correspondence, etc.)

Note: Contracts more than \$50,000.00 shall be published in a newspaper of general circulation and on the agency website within 14 days after award.

In view of the above, we have determined that the request for SOLE SOURCE procurement purchase from _____ has met the test for sole source as stated in Section 3.12.2 of the UOG Procurement Manual. A sole source contract shall not exceed one (1) year, with four successive annual options to renew. Therefore, this sole source procurement is in the best interest of the University of Guam, the Government of Guam and its taxpayers.

Cc: Procurement Files

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