



MEMORANDUM

DATE: _____

TO: Supply Management Administrator
FROM: Buyer II
SUBJECT: Sole Source Justification (**Form PROC-04**)
Request for Sole Source Procurement and Determination for Requisition/Purchase Order
No. _____ Dated: _____

Based on our review of the document, the sole source method of procurement is justified as follows:

- Direct to Publisher:
 - Only source available at the time the materials/services are needed
 - Only distributor/agent
- Local solicitations are negative,
 - No bid
 - No response
- Federal Contract Procurement;
- Award was based on the compatibility of equipment, accessories, or replacement of parts is of paramount Consideration;
- Items, equipment or materials are standard and uniform to the government;
- 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;
- Other(s): Specify _____

In view of the above, we have determined that the request by _____
_____, for the procurement of _____
_____ has met the test for sole source as stated in Section 3.12.2 of the UOG Procurement Manual. Therefore, this sole source procurement is in the best interest of the University of Guam, the Government of Guam and its taxpayers.

Submitted by: _____

- APPROVED
- DISAPPROVED

VICENTE T. BORJA
SUPPLY MANAGEMENT ADMINISTRATOR