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NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

Sole Source Justification and Approval

Department: _____

Account Number: _____

***Sole Source Justification:** Sole source justification is the rationale of the decision to use sole source solicitation as a procurement process. Sole source justification should be thoroughly documented. The burden of proof to justify sole source procurement falls to the requester who should prepare a document called Sole Source Justification and Approval. *NTU-AUG-1324-15; Navajo Technical University Fiscal Management Policies, pg.16.*

1.) Name of Source Vendor: _____

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

Phone Number: _____

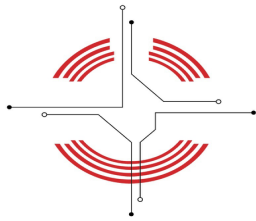
Fax Number: _____

EIN: _____

2.) Describe the services or goods that you are Sole Sourcing.

3.) Sole Source Considerations (Mark one that best qualifies)

- Only one responsible source and no other supplies or services will satisfy agency requirements *(Complete sections 4 & 5)*
- Unusual and compelling urgency *(Complete sections 4 & 5)*
- Industrial mobilization; engineering, development, or research capability, or expert services *(Complete sections 4, 5, 6)*
- International Agreement *(Complete sections 4, 5, 6)*
- Authorized or required by statute *(Complete sections 4, 5, 6)*
- National Security *(Provide in detail in section 5)*
- Public interest *(Provide detail in section 5)*
- Other: Provide a description of your justification for the sole source describing why that source is the only one that can fill your requirement. *Specialized services, goods and equipment, ability to meet quality standards, ability to meet delivery requirements, etc. (Complete section 5 & 6)*



4.) Sole Source Distribution (Mark the one that qualifies)

- The item is manufactured or produced by entity, or entity hold exclusive rights to item, and entity solely transacts (sells) direct to the customer. There are no dealers or distributors for this entity.
- The item is manufactured or produced by entity, or entity holds exclusive rights to item, and entity does not sell direct to the customer. Entity solely distributes the item through one dealer or distributor in the World, United States, Region, New Mexico, and Navajo Reservation.

5.) Detailed justification for not Obtaining: three (3) price quotes, bids or a Request for Proposal (RFP). A description of efforts made to ensure offers were solicited from three (3) potential sources as is practicable. Specify names and addresses of firms of people contacted. Attach supportive documentation.

6.) If purchases are related to compatibility with existing equipment, please identify the existing equipment below. (Include any applicable Property Tag Numbers).

I hereby certify that the data and information are accurate and complete to the best of my knowledge and belief. I understand that any false or misleading information may be considered a violation under the NTU Fiscal Management Policies.

I further certify that this request is not the result of lack of advanced planning or a desire to expend funds while those funds are still available.

_____	_____	_____
Requester Name and Title	Department	Date
_____	_____	
NTU Finance Director (or designee)	Date	
_____	_____	
NTU President	Date	