REQUIREMENTS AND ACCOUNTABILITY IN RECOMMENDING A SOLE SOURCE PRODUCT OR SERVICE

- Explain in detail, the reason why competing products/service are not acceptable (example: copyrights, patents, match existing equipment).

- Other distinct features of the product or service required by the department that are not shared or provided by competing companies.

- Benefits received from the product or service. Note: Preference is not an acceptable reason for a sole source justification.

In completing and signing a letter of recommendation for a sole source purchase or service, the Department Chair acknowledges, their responsibility to formally address any protest/s or audit finding/s resulting from the sole source recommendation. Backup documentation, such as: research on the product or service, contact with vendors (names, dates, list of concerns addressed to those vendor/s), proof of patents, copyrights, etc. should accompany your letter of recommendation.

Department	Department Chair Grants (Principal Investigator)	Date