Note: This Sole Source Certification will become a public document, open to public inspection; therefore, you should be certain all material facts are true, relevant and clearly understandable.

**SOLE SOURCE CERTIFICATION**

Under the requirement of University of Florida Rule No. 6C1-3.020(5)(e)(2), the following is submitted in support of this request for authority to purchase, without bidding, the items available from only one source.

Note: Sole Source means that the item/service is unique and that the vendor is the only one from whom the item/service can be provided. Best Price alone cannot be used for sole source. If the item/service is available from more than one source of supply, best price must be determined through the competitive bid process.

A. Sole Source Vendor  Company Name:  ______________________________________________________
   Contact Person:  _________________________________________________________________________
   Address:  _______________________________________________________________________________
   Telephone:_________________ Fax:_________________ Email:_________________

B. Describe in lay language, what the item/service is and how it is to be used in your area of research. (cont. P2)

C. What feature or special condition of this commodity/service is unique and cannot be obtained from any other source? Why are these features or special conditions important to the research? (cont. P2)

D. Is this product being purchased directly from the manufacturer?  ☐ Yes  ☐ No
   If No, is it available from more than one dealer?  ☐ Yes  ☐ No
   If Yes, it is available from more than one dealer, why can this item not be bid? (cont. P2)

E. Prior to submitting this requisition, did you investigate other possible sources?  ☐ Yes  ☐ No
   If Yes: 1) Did you obtain quotes from the other sources?  ☐ Yes  ☐ No If Yes, attach copies.
   2) Is this Vendor's price lower than the other sources?  ☐ Yes  ☐ No If No, justify the additional cost below.

F. What efforts have been made to obtain the best price possible? Why do you feel this price is fair and reasonable? (cont. P2)

I / We, the undersigned, certify the above to be true and correct to the best of my / our knowledge and belief and the user and / or undersigned does not have a financial interest in the above named vendor.

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<thead>
<tr>
<th>DEPARTMENT APPROVAL</th>
<th>PURCHASING APPROVAL</th>
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<tbody>
<tr>
<td>I hereby certify the validity of the information and feel confident the Sole Source Certification will meet University criteria and would withstand any audit or vendor protest.</td>
<td>This acquisition is approved as a non-competitive purchase.</td>
</tr>
<tr>
<td>Principal Investigator's Signature  __________________________ Date  _______________</td>
<td>Purchasing Coordinator Signature  __________________________ Date  _______________</td>
</tr>
<tr>
<td>FAILURE TO FILE A PROTEST IN ACCORDANCE WITH BOARD OF GOVERNORS (BOG) REGULATION 18.002 OR FAILURE TO POST THE BOND OR OTHER SECURITY AS REQUIRED IN THE BOG REGULATION 18.002 AND 18.003(3) SHALL CONSTITUTE A WAIVER OF PROTEST PROCEEDING.</td>
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<td>Purchasing Authorized Signature  __________________________ Date  _______________</td>
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