## Overview

This Job Aid will discuss how to make a purchase as a sole source using one of the following non-catalog forms from within SpearMart:
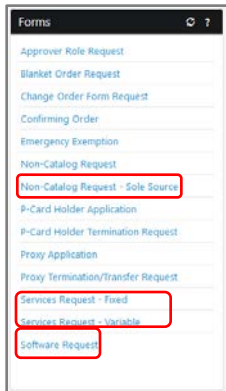
- **Non-Catalog Request - Sole Source** (for products or services)
- **Services Request - Fixed** (paying supplier a fixed $ amount - complete the Sole Source Section)
- **Services Request - Variable** (paying supplier a rate [$/hr or $/day etc.] - complete the Sole Source Section)
- **Software Request** (for software - complete the Sole Source Section)

For specific details on what qualifies as sole source as well as Sole Source procedures, see Sole Source Exemption.

Access SpearMart by navigating to https://my.fsu.edu/ and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:
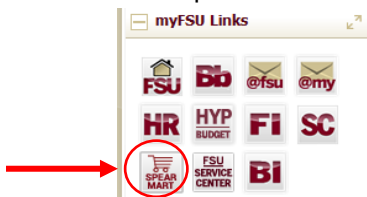
Scroll to the bottom of the SpearMart Shopping Homepage and locate the Forms Widget as shown below.

Select the correct form depending on what product(s) or service(s) you are intending to purchase.
- For products and equipment use the **Non-Catalog Request – Sole Source**
- For Services click the applicable Services Request Form:
  - **Services Request - Fixed** (paying supplier a fixed $ amount - complete the Sole Source Section within the form)
  - **Services Request – Variable** (paying supplier a rate [$/hr or $/day etc.] - complete the Sole Source Section within the form)
- For Software click the **Software Request Form** (complete the Sole Source Section within the form)

SPEAR MART
FLORIDA STATE UNIVERSITY

SOLE SOURCE SECTION   ?

Sole Source procurement is when you make a purchase without competition when competition is otherwise required. Procurement Services makes the final determination if a Sole Source procurement is justifiable. The essential elements to a justifiable sole source include: there is only one good or service that can reasonably meet the need and there is only one supplier who can provide the good or service. Best price does not make a good or service a valid sole source. Please complete the questions below to assist us in making a final determination. Please also include specifications and a quote (including shipping/handling charges) from the supplier with this form. For additional details on Sole Sources Click here.

1) Explain what part or parts of the stated specification restrict the requisition to only one supplier and explain how these specifications are essential to the accomplishment of your work:

2000 characters remaining   expand | clear

2) Prior to submitting this requisition, did you investigate other possible sources?   ○ Yes   ○ No

If Yes, Did you obtain quotes from the other sources? If yes, please include with this form.   ○ Yes   ○ No

3) List any company other than your suggested source who supplies an item with similar functions and the reasons competing goods/services are not satisfactory:

1000 characters remaining   expand | clear

4) Will you use this item with existing equipment?   ○ Yes   ○ No

If Yes, List Brand & Model number of existing equipment and why the new product is the only one that will work properly with it:

2000 characters remaining   expand | clear

5) Please provide any additional information you feel may aid Procurement Services in processing this requisition:

2000 characters remaining   expand | clear

By submitting this form, in my professional opinion this is the only good or service that can reasonably meet my requirement(s)/specification(s) and this is the only supplier who can provide the good or service. I further attest that the above is true and correct to the best of my knowledge and belief, that I am independent of, and have no conflict of interest in the supplier recommended above and that the Sole Source Justification would withstand any audit or supplier protest.

Name of Principal Investigator of Purchase

Contact Phone Number

Contact Email

This form will become a public document, open to public inspection; therefore, you should be certain that all material facts are true, relevant and clearly understandable.

After you have completed the first sections of any of the applicable forms outlined above, Answer all of the questions within the Sole Source Section.

Non-Catalog Request - Sole Source   Available Actions: Add and go to Cart ⌄ **Go** Close

Form History   ?

Non-Catalog Request - Sole Source

Do not use this form to order Services. Please use the Services Request Form.

Sole Source procurement is when you make a purchase without competition when competition is otherwise required. Procurement Services makes the final determination if a Sole Source procurement is justifiable. The essential elements to a justifiable sole source include: there is only one good or service that can reasonably meet the need and there is only one supplier who can

PROCUREMENT SERVICES

Scroll to top and click the **Go** button

Click on **Proceed to Checkout** or **Assign Cart**. For additional help or next steps on checking out, see Job Aid **Completing a Requisition**. For additional help or next steps on how to assign your cart, see Job Aid **Assigning your Shopping Your Cart**.