

Request for Sole Source



Office of Sponsored Programs
1960 Kenny Road, Columbus, OH 43210-1016

Purpose:

This form is to be completed and submitted with supporting documentation with your requisition to request a noncompetitive procurement above the Micro-Purchase Threshold (\$25,000¹). **Inadequate justification or documentation for a request for a noncompetitive procurement will result in delays or a solicitation of bids. The Office of Sponsored Programs (OSP) Purchasing reserves the right to solicit competitive proposals or sealed bids for any procurement.**

Project Information:

Project Number	Requisition Number	Date
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Requested Vendor

Explain the unique features of the product/service necessary to fulfill project requirements.

Explain why the requested vendor is the ONLY vendor able to provide this product/service.

Describe the methods used to attempt to find and qualify vendors. *Methods may include, but are not limited to: general Internet market searches, OSP vendor lists (e.g., small business lists), university vendor lists (e.g., contract book), federal vendor lists (e.g., SBA, SAM, GSA), peer recommendations, publications/journals, trade shows, etc. Attach documentation of all attempts made to find and qualify sources, including emails, conversation/call records and screen shots.*

Certification:

By signing this form, the PI certifies that all information provided is truthful and accurate. In requesting the noncompetitive procurement with this vendor, the PI certifies that, to the best of his/her knowledge, neither the principals, directors, owners, employees nor business associates (including respective family members) of the vendor selected are employees of The Ohio State University and/or any agency of the State of Ohio. Such vendors are restricted from contracting with OSP per Uniform Guidance and Section 2921.42 of the Ohio Revised Code.

Principal Investigator Name	Principal Investigator Signature	Date
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¹The Micro-Purchase Threshold may be lower under certain circumstances as defined in FAR Subpart 2.1:
(1) For acquisitions of construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction), \$2,000
(2) For acquisitions of services subject to 41 U.S.C. chapter 67, Service Contract Labor Standards, \$2,500