

# Request for Sole Source

For Individual (Non-OSU Employee)  
Consulting Services



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 Consultant Agreement for Individual (Non-OSU Employee) Consulting Services [form PR-070] to request a noncompetitive procurement above the Micro-Purchase Threshold (\$25,000). **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:

Consultant Name	Project Number	Date
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SOW Title

Explain the qualifications required by the consultant necessary to fulfill project requirements.

Explain why the requested consultant is the ONLY consultant able to complete this work (attach CV).

Describe the methods used to attempt to find and qualify consultants. *Methods may include, but are not limited to: general Internet market searches, peer recommendations, publications/journals, trade shows, etc. Attach documentation of all attempts made to find and qualify consultants, 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 consultant, the PI certifies that, to the best of his/her knowledge, the consultant is not an employee of The Ohio State University and/or any agency of the State of Ohio. Such consultants 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