

SHSU REQUIREMENTS AND ACCOUNTABILITY IN RECOMMENDING
A SOLE SOURCE PRODUCT OR SERVICE

The competitive bidding process is the foundation of government purchasing. In rare situations, due to the unique nature of some goods and services, competition may not be possible. It is the responsibility of SHSU Procurement and Business Services to verify that competition is not required and that the purchase will result in “best value” for SHSU in compliance with Texas Education Code §51.9335(b). In order to make this determination, Procurement must understand the unique characteristic(s) of the good or service.

This form is designed to assist the requesting department, faculty, or staff in communicating the required information to Procurement. Please answer the questions below as completely as possible. Additional pages may be attached if more space or additional documentation is needed. Any supporting documentation (quotes, research documentation, etc.) should be attached. Personal preference and price are not acceptable as determining factors for a sole source justification.

Requestor Name:		Vendor Contact :	
Today's Date:		Vendor Email:	

Estimated Cost:

Vendor Phone:

Conflict of Interest and Conflict of Commitment Statement to be signed by SHSU faculty or staff requesting the sole source exemption:

I hereby certify that the following statements are true and correct and that I understand and agree to be bound by the commitments contained herein. I am acting on my own accord and am not acting under duress. I am not currently employed by, nor am I receiving any compensation from, nor have I been the recipient of any present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with this vendor in return for favorable consideration of this request. I also certify that I am not participating in activities outside of my employment which interfere with my official duties and responsibilities.

Name: _____
(Print Name of Requestor / Primary User)

Signature: _____ Date: _____

(Note: Government Code Chapter 572, Subchapter C, Sec. 572.069 – CERTAIN EMPLOYMENT FOR FORMER STATE OFFICER OR EMPLOYEE