

JUSTIFICATION FOR SOLE SOURCE AND/OR WAIVER PURCHASE

REQUISITION NUMBER _____

DATE 8/29/14

DEPARTMENT LIBRARY

BUSINESS UNIT AU

SUGGESTED VENDOR

AWE

ITEM DESCRIPTION AND REASON FOR SOLE SOURCE AND/OR WAIVER:
(MAY ALSO BE ATTACHED AS A MEMO)

AWE EARLY LITERACY STATION, A PC PRE-LOADED
WITH EDUCATIONAL YOUTH GAMES. AWE HAS PROTECTED
PROPRIETARY RIGHTS TO THE PRODUCT. THE LIBRARY
WOULD LIKE AN OPEN ENDED ANNUAL WAIVER WITH AN
ANNUAL NTE \$100K PER YEAR
TECHNICAL CHARACTERISTICS:

NON-NETWORKED PC, WITH PRELOADED SOFTWARE,
TRACKING TOOLS, ADMINISTRATIVE PANELS

REASON FOR REQUESTING SOLE SOURCE:

() ITEM MUST MATCH EXISTING EQUIPMENT, WHICH IS:

() ITEM IS A REPAIR PART FOR EXISTING EQUIPMENT, WHICH IS:

() ITEM IS TO BE ATTACHED TO EXISTING ITEM, WHICH IS:

Revision Date:

☒ TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS
BECAUSE: HAVE BEEN UNABLE TO IDENTIFY A STABLE
SOLUTION FOR YOUTH EDUCATIONAL GAMES

☒ NO OTHER MANUFACTURER OF THIS TYPE OF PRODUCT EXISTS Letter Attached

☐ OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM REQUIREMENTS:

MANUFACTURER'S NAME: _____

REASON: _____

MANUFACTURER'S NAME: _____

REASON: _____

MANUFACTURER'S NAME: _____

REASON: _____

☐ OTHER _____

MUST PERFORM PRICE OR COST ANALYSIS OR ATTACH NEGOTIATED PRICE QUOTE FROM VENDOR; LETTER FROM MANUFACTURER STATING SOLE SOURCE.

A) PRICE ANALYSIS PERFORMED

BASED ON:

Revision Date:

B) COST ANALYSIS PERFORMED:

BASED ON:



SIGNATURE AND TITLE OF REQUESTER

I, Mary K. Patterson, AUTHORIZED BUYER,
CONCLUDE THE FOLLOWING:

☒ SOLE SOURCE JUSTIFICATION IS ADEQUATE AND PURCHASE IS AUTHORIZED
WITHOUT COMPETITIVE BIDDING.

☐ SOLE SOURCE JUSTIFICATION IS INADEQUATE AND REQUISITION IS
RETURNED TO DEPARTMENT.

☐ DUE TO TIME RESTRAINTS PURCHASE IS AUTHORIZED WITHOUT
COMPETITIVE BIDDING.

☐ COMPETITIVE/NON-COMPETITIVE BID WAIVER APPROVED.


BUYER
PURCHASING DIRECTOR

Revision Date: