

## **Exclusive Acquisition Justification Form-Internal Information Sheet**

**Review websites when sourcing for other possible suppliers:**

<http://www.globalspec.com>

<http://www.thomasnet.com>

Page 1: All information to be completed by purchaser and/or department. When justification has been completed and reviewed, department approval signature is required.

Page 2-3: Purchaser to discuss with department and ensure all information is completed correctly.

### **Section A: Proprietary and Best Value Justification**

**Information listed below must be documented, no exceptions:**

Required Features: Explain how supplier meets unique features that are required. May request letter from vendor on what makes their product unique from other suppliers. Research information provided in vendor letter for accuracy. (Vendors must be able to document)

Evaluation of Other Resources: Make sure cost is not the only explanation. This is not acceptable. Need to explain why other supplier's product is not acceptable.

Risk Elements: Explain all possible risks if not purchased from this supplier.

**OR**

### **Section B: Emergency Justification**

**Information listed below must be documented, no exceptions:**

Risk Elements: Explain Financial and/or Operational risks. Need specific information.

Special Circumstances: Explain why standard procurement procedures cannot be followed.

Supplier Selection: Explain reason and process used for selection. Attach documentation to support.

#### **Justification for Procurement Method:**

##### **Proprietary:**

Can select more than one

##### **Best Value:**

Do not use Best Value. Director will approve when this option can be used. Can select more than one.

##### **Emergency Purchase:**

**Rationale for Determination/Comments:** Brief statement supporting determination made based on documentation reviewed and prepared by department. Not required.

Purchaser signs

Director of Procurement signs