

Procurement Department Telephone: 417.447.4817

1001 E Chestnut Expressway Facsimile: 417.447.4856

Springfield, MO 65802 Email: mccoyj@otc.edu

**SINGLE FEASIBLE SOURCE JUSTIFICATION FORM**

**This Single Feasible Source Justification Form is to be used by departments to document single feasible source purchase requests of $1999.99 or more, in an effort to make sure purchases are being made in compliance with college policy and procedures. Single Feasible Source exists when: 1. Supplies are proprietary and only available from the manufacture or a single distributor; or 2. Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or 3. Supplies are available at a discount from a single distributor for a limited period of time.**

Department Name:

Suggested Source:

Product/Service General Description:

Manufacturer (if applicable):

Model (if applicable):

1. Describe the intended use for this product or service:

2. Describe the unique features that make this product or service available only from this supplier:

3. Describe the process used to select this product, service or supplier:

4. Describe the reason(s) for rejecting other product, service or supplier:

5. Is this purchase required to match existing equipment?  Yes NO

Please provide the brand and model of the existing equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes: -as a repair/replacement part?  Yes NO

-as an accessory?  Yes NO

- for reasons of interchangeability?  Yes NO

-as a component to be interfaced with the existing equipment?  Yes NO

6. Give any additional information you feel may aid the buyer in processing this requisition.

It is the intention of Ozarks Technical Community College to avoid conflicts of interest. By signing this form you confirm that you are aware of and agree to abide by Ozarks Technical Community College’s 4.02(p) policy, and that you do not have, nor does any member of your family, any financial interests in the supplier under consideration.

Purchasing decisions are business decisions made on behalf of Ozarks Technical Community College and therefore should be made with the utmost consideration for what is in the best interest of the college. The purchasing department reserves the right to competitively bid, negotiate pricing or to solicit additional information and remains the final authority on all procurement issues.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor of the Good or Service Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Requestor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice Chancellor Signature Date