

## SINGLE SOURCE CERTIFICATION

Authority is requested to make the following purchase under the provision of USF System Regulation USF4.02010(IV)(A)(2)(b) as a non-competitive purchase available from only one source. By submitting this form, department acknowledges that existing [exemptions](#) will not apply to this purchase. Single source requests exceeding \$75,000 must be signed by a Procurement Director and posted publicly for (3) business days.

DATE: \_\_\_\_\_

ITEM(S): \_\_\_\_\_

PRICE: \$ \_\_\_\_\_ FUND #: \_\_\_\_\_

SUPPLIER ID: \_\_\_\_\_ REQUISITION#: \_\_\_\_\_

SUPPLIER NAME: \_\_\_\_\_

FEDERAL GRANT: \_\_\_Y\_\_\_N

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In your words, describe the equipment, commodity, or contractual service. Explain how these specifications are essential to the accomplishment of your work:

In your own words, describe the reason(s) the item is not subject to competition from other sources and how the stated specification(s) restrict the requisition to only one supplier. Description may include unique features/compatibility/specifications/availability/delivery time frame etc. (Note: Price is not a valid reason).

In your own words, describe the due diligence conducted to validate this supplier as Single Source. Description SHOULD list all other suppliers with item(s)/service(s) with similar functions, your efforts to identify other suppliers, and why these suppliers would not qualify to submit a competitive quote.

\_\_\_\_\_  
**Approved By (Procurement)**      **DATE**  
Authority: USF4.02010(IV)(A)(2)(b)

START 5/24/2023      END 5/30/2023  
**PUBLIC POSTING DATES**

Last Modified: 05/10/2021

**OFFICE OF THE UNIVERSITY CONTROLLER, PROCUREMENT SERVICES**

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