



ARKANSAS TECH UNIVERSITY
Procurement and Risk Management Services
Young Building East End
203 West O Street
Russellville, AR 72801-2222

Sole Source Procurement Request

Departments wishing to request a sole source procurement must complete a Sole Source justification in letter form on ATU letterhead addressed to Jessica Holloway at the address below. Submission of this letter does not guarantee approval of Sole Source Procurement will be granted. It is a request only. Requestors can expect a response within 5 business days after submitting a complete request letter.

Jessica Holloway, APO
Director of Procurement Services
Arkansas Tech University
203 West O Street
Russellville, AR 72801
jholloway@atu.edu

Sole Source Justification: Sole source professional and consultant service contracts, except for those exempt by law; and those that are published in a newspaper of statewide circulation, must be accompanied by written justification and be approved by the Director of Procurement Services. The Justification must clearly demonstrate that to contract otherwise would not be in the best interests of the state. EACH of the following questions must be answered in clear detail:

1. Why is this service or commodity needed?
2. What method(s) were used to determine that a lack of responsible competition exists for this service or commodity?
3. How was it determined that this service or commodity can only be provided by one source?
4. Can requirements be modified so that the services or commodity may be competitively bid? If not, why?
5. Are there patent, copyright or proprietary rights which make the required service or commodity unavailable from other sources?
6. What would the agency do if the service or commodity were no longer available?
7. Detail any program considerations which make the use of a "Sole Source" critical to the agency.

NOTE: Sole Source contracts will be approved on a one-year basis. Commodities or services available from only one source may be available from multiple sources the next year. New documentation must be attached to the outline agreement each year.