



An **exclusive acquisition** is justified when an acquisition exceeds \$50,000, either as a single payment or multiple payments for the same goods and/or services throughout a fiscal year, and the acquisition is available only from a sole manufacturer or vendor. Procurement Services **must** review and approve the requisition before the goods being shipped or the services being provided. Procurement Services may **require** additional information and/or determine that bidding is required. A quote must accompany the Justification of Exclusive Acquisition Form. Justifications will expire twelve (12) months after the original acquisition date.

General Information

Date: _____ Department: _____

Contact: _____ Email: _____ Phone: _____

(Contact should be the individual best able to answer questions with regard to the acquisition)

Vendor Information

Vendor Name: _____

Vendor Contact Name: _____

Vendor Email: _____ Vendor Phone: _____

Provide a description of the goods (including equipment) or services.

Describe the intended use of the goods or services.

Manufacturer: _____ Model No: _____ Purchase Price: _____

Are the goods new or refurbished: _____

If **refurbished**, what is the cost of goods purchased new: _____

Is the vendor the manufacturer of the goods?

Yes

No

Is this sold through a distributor?

Yes

No

**Type of Exclusive Acquisition (Required)**

Sole Product - Justified when an acquisition exceeds \$50,000, either as a single payment or multiple payments for the same goods and/or services throughout a fiscal year, and the acquisition is available from multiple vendors; however, a unique good must be used to satisfy requirements.

Sole Brand/Vendor - A sole brand/vendor is justified when an acquisition exceeds \$50,000, either as a single payment or as multiple payments for the same goods and/or services throughout a fiscal year, and the requirements for acquiring goods or services can only be met from a sole brand or vendor.

Sponsored Project Requirement - A sole brand/vendor is justified when an acquisition exceeds \$50,000, either as a single payment or as multiple payments for the same goods and/or services throughout a fiscal year, and the requirements for acquiring goods or services can only be met from a sole brand or vendor.

Direct Publisher - the acquisition is a requirement of the grant. A copy of the grant detailing the requirement to acquire the goods and services from the vendor must be attached to the requisition.

Emergency - acquisition is required to prevent a hazard to life, health, safety, welfare, or property.

Source of Selection (Required)

Select one or more of the following statements supporting the sole source request.

Compatibility - Goods/services match the existing brand of equipment for compatibility.

One of a Kind - The goods or services have no competitive alternatives.

Replacement Part/ Upgrade - Goods are a replacement/upgrade for a specific brand of existing equipment.

Repairs/Maintenance Service - A service/maintenance contract is needed from the equipment manufacturer or the manufacturer's designated servicing dealer.

Research Continuity/Standardization - Goods and/or services are required to maintain research continuity based on research experience and/or information from the PI engaged in the research endeavors; introduction of different goods or services would negate the research or study.

Unique Design - Goods meet extraordinary physical design or quality specifications that are unique and not available through any alternative vendors.

University Standard - TTU policy mandates the use of a good or service for safety, security, or continuity of operations (ex. fire alarm system must be compatible with Fire Department equipment).

Justification for Source Selection

1. For all source selections except repairs/maintenance, briefly explain how this acquisition meets one or more of the above criteria for a valid justification, **price cannot be a factor for justification**.

2. If selecting **compatibility, replacement part/upgrade, or repairs/ maintenance service**, provide the following information:

Purchase Order Number(s): _____

Property Inventory Tag(s): _____

- 3a. For source selections selecting **unique design**, list the important features or specific performance specifications/parameters that make the goods or services unique or proprietary. Specify why these unique features are indispensable to your research or operation.

- 3b. Please list any known vendor(s) that supplies a similar good/service with comparable functions or functionality:

Vendor Name	
Vendor Website	
Why will competing goods and services (from other manufacturers/ vendors) not meet your needs?	

Vendor Name	
Vendor Website	
Why will competing goods and services (from other manufacturers/ vendors) not meet your needs?	

**Acknowledgement**

I am aware that [Texas Education Code §51.9335\(h\)](#) and [2 C.F.R. Part 200](#) mandates that TTU procure all material, equipment, services, and supplies through a competitive procurement process; however, this serves as a request for an exclusive acquisition approval based on the supporting information provided on this form.

Departmental Signatures

All departmental signatures are required prior to review.

I certify that the above justification is accurate and complete to the best of my knowledge. I and other faculty/staff involved with this acquisition have no financial or other beneficial interest in the proposed vendor.

PI/Responsible Person (print)

PI/Responsible Person (signature)

Date

Department Head (print)

Department Head (signature)

Date