**REQUIREMENTS AND ACCOUNTABILITY IN RECOMMENDING**
**A SOLE SOURCE PRODUCT OR SERVICE**

- Explain in detail, the reason why competing products/service are not acceptable (example: copyrights, patents, match existing equipment).

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- Other distinct features of the product or service required by the department that are not shared or provided by competing companies.

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- Benefits received from the product or service. **Note:** Preference is not an acceptable reason for a sole source justification.

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In completing and signing a letter of recommendation for a sole source purchase or service, the Department Chair acknowledges their responsibility to formally address any protest/s or audit finding/s resulting from the sole source recommendation.
**Backup documentation, such as: research on the product or service, contact with vendors (names, dates, list of concerns addressed to those vendor/s), proof of patents, copyrights, etc. should accompany your letter of recommendation**.
All contracts must be reviewed by General Counsel before sending the contract to the vendor for signature.

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| Department | Department Chair<br>Grants (Principle Investigator) | Date |