



4. Identify other product(s) or service(s) and associated vendors that were also considered to provide the requested product(s) or service(s), and why those vendors were not selected. For each vendor identified, please provide (i) point of contact information, (ii) time frame and evaluation methodology used for comparison to be requested sole source vendor, and (iii) associated costs.
  
5. Explain why the requested product(s) or service(s) is/are the only product(s) or service(s) that can and will meet all the necessary requirements of the project, including benefits, functionality, reporting, etc., that other similar products can't provide.
  
6. Explain why this vendor is the only 'practicably' available source from which to obtain the requested product(s) or service(s).
  
7. Principal Investigator must attach with this sole source request the requested vendor's written proposal. Additionally, please indicate the total cost for the requested product(s) or service(s), i.e., if a multi-year contract request, please indicate total cost over the entire term of the agreement. \$ \_\_\_\_\_
  
8. Forward to Purchasing Department for contract review, negotiations, and contract award.

**B. Services Responsibilities:**

1. Negotiate cost and/or contract scope, deliverables, or associated terms and conditions.
2. Determine price reasonableness.
3. Issue executed contract and/or approve purchase order.

***Requirements 1 through 7 must be completed accordingly prior to forwarding to Purchasing Department. It is the responsibility of the Research Foundation to review, approve, negotiate, and execute on behalf and in the best interest of Old Dominion University Research Foundation, all procurement related contracts. However, when appropriate and as necessary, ODU Research Foundation may include the Principal Investigator in the final contract review and negotiation processes.***

Recommendation:

Approved/Disapproved:

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Principal Investigator (Signature)

Date

Casey Gollhofer, Director of Finance and Administration Date