

**Christopher Newport University
Materials Management Department**

Date:

NOTICE OF SOLE SOURCE PROCUREMENT

Reference: Code of Virginia, Section § 2.2-4303E

Reference No.

Commodity Code:

Vendor:

Amount:

Christopher Newport University has determined that only one source is practicably available to perform the following good(s) or service(s):

The basis for the above determination is:

1. Explain why this is the only product or service that can meet the needs of the purchasing agency.
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2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
3. Explain why the price is considered reasonable.
4. Describe the efforts that were made to conduct a non-competitive negotiation to get the best possible price for the taxpayers.

Submitted by: _____
Name/Title/ Dept. Name

Date: _____

Purchasing Officer Review: _____

Approved by: _____
Katrina Taylor, Director