

3. What research has been performed to ensure that no other source is capable of fulfilling the requirement? For instance, list other products or services tested or used and describe why they are not acceptable.

4. What steps are being taken to foster competition in future purchases of this product or service? (Please enter any asset life information here – when and how originally purchased, expected life of the asset, and the plan for replacement.)

Approved:

Department Director

Date

Purchasing Manager

Date

Purchasing Manager's notes