



# IT Goods and Services Sole Source Procurement Approval Request Form

For purchases requiring PGR approval – submit the form along with the PGR.

Note: If this is cloud hosted/SaaS based sole source procurement, see further instructions at end of form.

Date \_\_\_\_\_  
Agency/Institution Name \_\_\_\_\_ Norfolk State University \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Description of Product or Non-Professional Service \_\_\_\_\_  
Estimated Total Cost of Sole Source \_\_\_\_\_  
Supplier Name \_\_\_\_\_

## JUSTIFICATION:

1. Explain why this is the only product or service that can meet the needs of the agency or institution.  
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2. Explain why this supplier is the only practicably available source from which this product or service can be obtained, and verify that this product or service is not available on an existing statewide contract.
3. Document research conducted to prove the price of the product or service is reasonable.
4. Is this application cloud hosted? Yes/No (please circle one)

If yes, then approval of this sole source is contingent upon the following Cloud-based Sole Source Procurement Requirements being met prior to award:

Regardless of the dollar amount, the Agency must comply with The Third Party Use Policy located here: [Third-Party Use Policy](#)

In addition, Cloud applications are subject to Norfolk State University, NSU Enterprise Cloud Offering Service (ECOS):

- (i) Successful approval of the ECOS Security Assessment.
- (ii) The supplier’s acceptance of the NSU, required Exhibit of Additional Cloud Services Terms and Conditions of any negotiated changes to those terms and conditions.

5. Is the procurement anticipated to result in a “high risk contract”? Yes/No (please circle one)

If yes, then approval of the high risk contract is contingent upon a preliminary review of the contract by VITA and the Office of the Attorney General (OAG).

Section [2.2-4303.01](#) of the Code of Virginia defines “high risk contract” and provides evaluation criteria for all public procurements which may result in a high risk contract. VITA’s policy on high risk contracts is located on our website at: <https://www.vita.virginia.gov/procurement/policies-procedures/procurement-policies/>

- i. Prior to awarding a high-risk contract, VITA and the Office of the Attorney General will review the contract within 30 business days to determine the contract’s compliance with state law and policy, as well as the legality and appropriateness of the contract terms and conditions.
  - a. The review will also ensure the inclusion of distinct and measurable performance metrics and clear enforcement provisions in all high risk contracts, as well as clearly outlined penalties and incentives to be used in the event that contract performance metrics are not met.

**CERTIFICATION:**

To the best of my knowledge, information and belief, the technology product or service sought by the agency meets all of the criteria for sole source procurements established in [§ 2.2-4303 \(E\)](#) of Title [2.2](#) of the Code of Virginia. Further, any required VITA third-party hosting prerequisites have been fulfilled and are attached hereto.

Signed \_\_\_\_\_

Agency Head or Designee

Date \_\_\_\_\_