



**Materiel Management and Purchasing**

MEMORANDUM

To: Procurement File  
From: Name/Title \_\_\_\_\_  
Subject: Sole Source Determination for eVA Requisition Number \_\_\_\_\_

Pursuant to § 2.2-4303(E) of the *Code of Virginia*, it is hereby determined that the goods or services identified here are practicably available from only one source: \_\_\_\_\_

The following explanation forms the basis for this determination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sole source vendor to receive award: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Date contract is to be awarded: \_\_\_\_\_

Total dollar value of award: \$ \_\_\_\_\_

A positive determination of price reasonableness is made on the basis of the following analysis (additional information supporting this finding is attached):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECOMMENDATION MADE BY:**

\_\_\_\_\_  
**Name/Title**

\_\_\_\_\_  
**Date**

**Approve/Disapproved By**  
**Agency Head/Authorized Designee** \_\_\_\_\_

\_\_\_\_\_  
**Date**

**NOTE: All solicitation and award notices in excess of \$50,000 must be posted in an area that is readily accessible to the general public.**

Fill in, Print, and return to Materiel Management via Campus mail. **DO NOT** send this document electronically as it may contain personal information.