



UNIVERSITY  
*of* ALASKA  
*Many Traditions One Alaska*

TO: Deborah A. Moore, UAF Associate Director of Procurement & Research Services  
Mary Beth Overturf, Director, UAA Procurement Services  
Richard Hitchcock, UAS Procurement Service Manager

FROM: John Hebard, Chief Procurement Officer

A handwritten signature in black ink, appearing to read "John Hebard", written over the printed name.

DATE: February 6, 2019

SUBJECT: Blanket Sole Source Determination – Items or Services Required in Support of Research

The University is a land grant, sea grant, and space grant institution with three major responsibilities: (1) providing instructional and educational services to citizens of the State; (2) discovery and dissemination of new knowledge related to Alaska and the North through research; and (3) public service.

In fulfillment of these enumerated responsibilities, the University relies upon the expertise of its research community to conduct research. Valid undertaking and quality results from research are of paramount importance not only to the University, but also nationally and internationally. Substitution of items or services which differ from those required by researchers to fulfill project needs may compromise the integrity and quality of research programs.

Therefore, whenever a Primary Investigator or Project Director has determined that only a particular item or service is suitable for a project, either sole source or brand name procurement is both appropriate and justified, as applicable.

When the above circumstances exist, the purchase requisition must specify that either the Primary Investigator or the Project Director has determined the requested items or services are required in support of a specific research project or program, and that no substitute is acceptable. When warranted, the user must also state there is no other known source for the items or services requested.

Upon appropriate specification by the user, on a purchase requisition, as prescribed herein, sole source procurement is authorized. This determination is made pursuant to AS 36.30.300 based on the findings above that under the stated conditions valid justification exists for sole source procurement.