

# Guide to Complete Sole Source Form Using DocuSign

1. The requester will enter their name and email along with their Department Head's name and email
  - a. *Department Head - the person responsible for the daily operations of an academic or administrative department*

**PowerForm Signer Information**

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:  
**Requester**

Your Name:

Your Email:

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Role:  
**Department Head**

Name:

Email:

2. The Procurement Services, Senior Procurement Officer, and Director of Procurement roles will not be edited by the requestor. Select "Begin Signing" to start the sole source form completion

**Procurement Services**

Name:

Email:

Role:  
**Senior Procurement Officer 1**

Name:

Email:

Role:  
**Director of Procurement**

Name:

Email:

Role:  
**Senior Procurement Officer 2**

Name:

Email:

3. Select the check box to agree to DocuSign's electronic records and signatures then select "Continue"

Please Review & Act on These Documents

 Procurement Services  
The College of William & Mary-Prod

 Powered by DocuSign

%0D%0DTo sign the PowerForms document, Click the link below%0D%0Dhttps://na2.docuSign.net/Member/PowerFormSigning.aspx?PowerFormsId=07066008-1e4d-42ce-9333-fcd3c63c3c4c

Please read the Electronic Records and Signature Disclosures.  
 I agree to use electronic records and signatures.

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## 4. Complete the applicable fields on the form (red indicates a required field)

SOLE SOURCE or PROPRIETARY PROCUREMENT APPROVAL REQUEST

Date: 6/23/2017 Vendor: Meadowlark Optics

Department: Procurement Requisition #: PR000001

Contact: John Dixon Email: adixon@wm.edu Phone#: 13957

Contract Term: Is this a one-time purchase, or will the requested product(s) or service(s) be required on a recurring annual basis? (Check one)  one year  recurring Year 1 \$50000

If recurring annual expense, please document expense:  
Year 2 \$50000 Year 3 \$50000 Year 4 \$50000 Year 5 \$50000

Total \$ 300,000.00

This form must be completed by the requesting department, and must accompany all requests for sole source or proprietary purchases.

Definitions: check appropriate category:

**Sole Source** - A sole source procurement is authorized when there is only one source available for the product(s) or services(s) required.

**Proprietary Procurement** - A proprietary specification restricts the acceptable product(s) or service to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals." Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might be used to assist in expediting this procurement

A. Department Responsibilities: The following data and information must be submitted.

1. Describe the product(s) or service(s) being requested and how same will be used, specify users or target group for requested product(s) or service(s), and benefit to College.

Critical characteristics for us is the number of pixels in the SLM. The higher number allows a much finer control over the phase front of the laser beam. The most important parameters for us are residual phase ripples (i.e. stability), diffraction efficiency, and fill factor (i.e. active area fraction).

Note: The document cannot be edited once submitted. Please refer to the [last page](#) for tips.

## 5. Once all fields are completed, select the finish button



## 6. The Department Head will receive an email from DocuSign stating there is a document waiting for their approval and signature

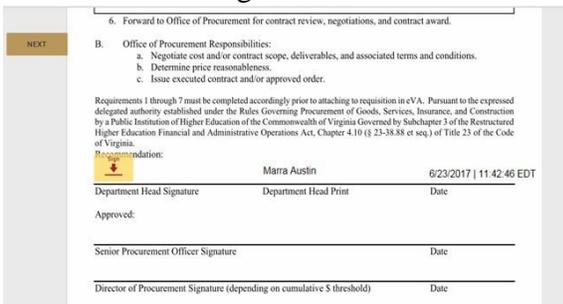
## 7. Select the "Review Document" link the email



## 8. Select the check box to agree to agree to the DocuSign terms then select the "Continue" button



## 9. Department Head will review the document for approval and select "Next" which will scroll the document to the signature line and select the "Sign" icon



## Guide to Complete Sole Source Form Using DocuSign

10. Apply the digital signature using the DocuSign signature styles and select “ADOPT AND SIGN”

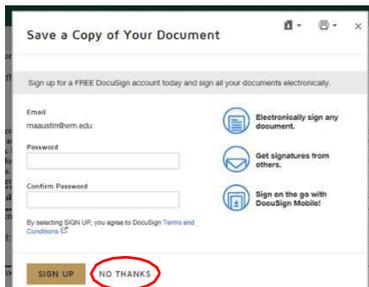


The screenshot shows a window titled "Adopt Your Signature". It contains a form with fields for "Full Name" (Marra Austin) and "Initials" (MA). Below the form is a "PREVIEW" section showing a signature and initials. At the bottom, there are two buttons: "ADOPT AND SIGN" and "CANCEL".

11. The signature will then be applied to the signature line and select the finish button

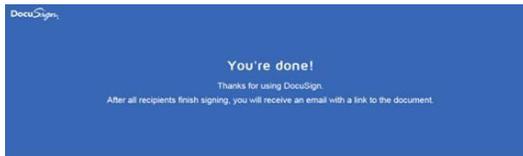
Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§ 23-38.88 et seq.) of Title 23 of the Code of Virginia.  
Recommendation:  
DocuSigned by:  
Marra Austin  
Department Head Signature  
Marra Austin  
Department Head Print  
6/23/2017 | 11:44:16 EDT  
Date

12. A pop up screen will show to create a “FREE DocuSign account”. Please **do not** create a DocuSign account, instead select “NO THANKS”



The screenshot shows a window titled "Save a Copy of Your Document". It contains a form with fields for "Email" (maustin@vm.edu), "Password", and "Confirm Password". There are three icons with text: "Electronically sign any document.", "Get signatures from others.", and "Sign on the go with DocuSign Mobile!". At the bottom, there are two buttons: "SIGN UP" and "NO THANKS" (circled in red).

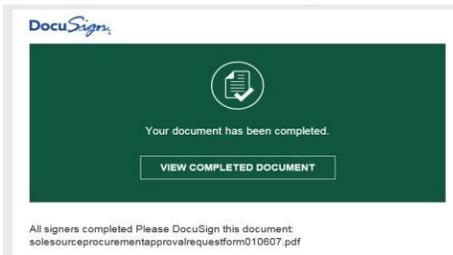
13. The document will now be sent to Procurement Services for approval



14. Procurement Services will receive an email from DocuSign stating to please sign the document (*Procurement Services will only assign the document to the applicable Senior Procurement Officer*)
15. The assigned Senior Procurement Officer will review the submitted form for approval and signature
16. Once approved/signed by the Senior Procurement Officer the form will be submitted to the Procurement Director
17. The Procurement Director will review and approve/sign
- If the dollar threshold is \$500,000 or greater, the form will be sent to the Chief Financial Officer for approval and signature
18. Once the Procurement Director or Chief Financial Officer have approved and signed the document, the form will route back to the Senior Procurement Officer to apply the contract number generated by Cobblestone (ex. WM18-1234)

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19. Once all required approvers have signed, all associated parties will receive an email stating that the document has been completed and will provide a link to the fully signed/approved document



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**WILLIAM & MARY**  
FOUNDED 1776

WM16-1682  
*Procurement Office Use Only*

**SOLE SOURCE or PROPRIETARY PROCUREMENT APPROVAL REQUEST**

Date: 02/09/2018 Vendor: MTI Services

Department: Chemistry Requisition # PR7923732

Dept. Contact: Rachel O'Brien Email: robrin@wm.edu Phone: 221-1858

Contract Term: Is this a one-time purchase, or will the requested product(s) or service(s) be required on a recurring annual basis? (Check one)  One time  recurring Year 1 \$105000

If recurring annual expense, please document expense:  
 Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_ Year 4 \$ \_\_\_\_\_ Year 5 \$ \_\_\_\_\_  
 Total \$ 105,000.00

This form must be completed by the requesting department, and must accompany all requests for sole source or proprietary purchases.

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 **Proprietary Procurement** - A proprietary specification restricts the acceptable product(s) or service to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals." Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might be used to assist in expediting this procurement.

A. Department Responsibilities: The following data and information must be submitted:

- Describe the product(s) or service(s) being requested and how same will be used, specify users or target group for requested product(s) or service(s), and benefit to College.  
 The Thermo Fisher LTQ Orbitrap XL Hybrid Ion Trap-Orbitrap Mass Spectrometer is a mass spectrometer with ultra-high resolving power capabilities. This instrument is equipped with an LTQ trap mass spectrometer with fast response sample characterization and MS/MS capabilities combined with an Orbitrap mass spectrometer with fast Fourier transform measurements of ion current that provides 60,000 m/z and up to 100,000 m/z resolving power. The instrument has a soft ionization source (electrospray ionization) and reports sub-femtogram sensitivity for peptides. The instrument is necessary for Dr. O'Brien's research by providing exact mass measurements that enable chemical formula identification of complex organic mixtures.  
 The entire department benefits from the addition of high resolution mass spectrometry capabilities. High resolution MS is an in-demand skill, enhancing the reputation of the department and the College.

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**SOLE SOURCE or PROPRIETARY PROCUREMENT APPROVAL REQUEST**

2. Identify other products, services, and associated vendors that were also considered to provide the requested products or services and why those vendors were not selected.  
 Work in the O'Brien lab requires ultra-high resolution mass spectrometry. Two mainstream options exist – the Fourier Transform Ion Cyclotron Resonance Mass Spectrometry (FTICR MS) and the LTQ Orbitrap XL requested.  
 For the FTICR MS, Bruker is the instrument of choice. Bruker was unresponsive to contact. An internet search for a funded instrument yielded a cost of \$1,150,291 dollars (http://igantennae.com/gantennae/IG-00020605-01). Refurbished instruments were not found. Operation requires liquid helium, and without a manual an operating cost can only be estimated. Assuming similar needs as a nuclear magnetic resonance spectrometer (NMR), the department currently spends about \$3000 on helium annually. Liquid nitrogen is purchased in bulk but needed frequently. I would estimate the operation cost in cryogenics to be \$16 to \$30 thousand.  
 The requested Orbitrap is not a current generation instrument, but this equipment has been refurbished by a vendor with which the Procurement Office at William and Mary has spent approximately \$150,000 (awarded via multiple bids) with ~~any~~ **equal or better price and/or service** than other vendors or services that can and will meet all of the necessary requirements of the University.  
 The requested product is the only ultra-high resolution mass spectrometer with a soft ionization source that will fit within the available lab space and within the FY's start-up budget. This instrument has the best mass resolution, sensitivity, mass accuracy, and stability (up-time for the instrument) for its price on the market. Ultra-high mass resolution is necessary to accurately measure the exact mass of pseudo-molecular ions that are components in complex organic molecules present in atmospheric organic aerosols. The ultra-high resolution is required for these experiments as multiple different elemental compositions are found under a single mass peak in lower resolution instruments for these samples (i.e., a peak at m/z 201 could contain 3 or more different unresolved ions with different elemental formula in a ion trap mass spectrometer) and identification is crucial to understanding the underlying science. The fact that the instrument is actually two mass spectrometers is an added feature since studies requiring only lower mass resolution can also be carried out without wear on the ultra-high resolution component. This also provides a learning curve for students as they can practice operating the instrument at lower mass resolution before the more complex experiments for high mass resolution are carried out.

4. Explain why this vendor is the only practicable available source from which to obtain the requested products or services.  
 ThermoFisher was contacted about the possibility of a refurbished instrument. The equipment they quoted has a refurbished cost of \$220,000. In addition, the instrument described has fewer capabilities than the instrument quoted, although newer technologies improves some aspects of performance. A new instrument ranges from \$250,000 to \$650,000. While no longer a direct comparison, the quoted price would represent a 53% savings over the Thermo refurbished instrument and as much as approximately 80% over new.

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5. Please provide a list of peer Universities that use currently using the requested products or services that were also provided by the requested vendor, if known.  
 University of California, Berkeley; Stanford University; Harvard University; University of New Hampshire; Virginia Commonwealth University (unknown model); Georgia Tech.; Boston University; Purdue University; Yale (unknown model); Ohio State

6. Forward to Office of Procurement for contract review, negotiations, and contract award.

B. Office of Procurement Responsibilities:  
 a. Negotiate cost and/or contract scope, deliverables, and associated terms and conditions.  
 b. Determine price reasonableness.  
 c. Issue executed contract and/or approved order.

Requesters 1 through 7 must be completed accordingly prior to attaching to requisition in eVA. Pursuant to the expensed delegated authority established under the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia Governed by Subchapter 1 of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 410 (1) 23-38.88 et seq.) of Title 23 of the Code of Virginia.

Robert Hinkle	Robert Hinkle	2/12/2018 12:01:23 EST
Department Head Signature	Department Head Print	Date
Bill Vega	Bill Vega	2/13/2018 09:32:49 EST
Senior Procurement Officer Signature	Senior Procurement Officer Print	Date
Erma Baker	Erma Baker	2/13/2018 10:56:38 EST
Director of Procurement Signature (depending on cumulative \$ threshold)	Director of Procurement Print	Date
Chief Financial Officer Signature (depending on cumulative \$ threshold)	Chief Financial Officer Print	Date

Recommend approval refurbished equipment with warranty and PM. Pricing comparison for similar equipment is higher. New equipment 80% higher.

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- If an approver denies to sign at any stage of the approval flow, the document will no longer be valid and unable to be edited. The requestor will have to restart the process over again, incorporating any applicable corrections into the form.
- It is recommended that the requestor save the answers to the questions asked on a separate word document. This will be useful in case the document is denied, avoiding retyping the answers along with making any corrections needed.
- If additional documents need to be attached to this form, please select the attachment icon

