



# Sole Source Justification

**Purchasing  
Department**

---

**To: Purchasing**

---

Your approval is requested to initiate a sole source procurement action:

**Requestor Name  
And Title:** \_\_\_\_\_

**Requestor Dept:** \_\_\_\_\_

**PR No.:** \_\_\_\_\_

Recommended Sole Source

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_

Is recommended company the manufacturer?

Yes

No

Does the manufacturer sell the items(s) through distributors?

Yes

No

Description of  
Product or Service:

\_\_\_\_\_  
*Describe the full scope of work contemplated including installation if required;  
Items should include brand, model and part number if applicable*

Schedule:

\_\_\_\_\_  
*Identify the date you need items delivered OR number of week/months work is to  
be performed or items delivered*

Estimated Cost:

\$ \_\_\_\_\_

A specific contractor is the only source of the required item because (check all that apply):

- Supplies are proprietary and only available from the manufacturer or a single distributor
  - The parts are required to maintain validity of a warranty;
  - Additions to a system must be compatible with original equipment;
  - Only one (1) type of computer software exists for a specific application; or
  - Factory authorized maintenance must be utilized in order to maintain validity of a warranty;
  - The materials are copyrighted and are only available from the publisher or a single distributor; and
  - The services of a particular provider are unique, e.g. entertainers, authors, etc.;
- Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed
- Supplies are available at a discount from a single distributor for a limited period of time.
  - The discounted price must be compared to a price established through a reasonable market analysis; and
  - The discounted price should normally be at least ten percent (10%) less than the current contract or other comparable price.

### **SOLE SOURCE RATIONALE**

Explain why the recommended company is the only company who can perform the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job?

Note:

\$5000 – \$24,999 must be posted in the purchasing office until time to order  
\$25,000 and above – must be advertised in two newspapers 5 days before the contract is let.