



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 have VP Finance and President approval and be
advertised in two newspapers 5 days before the contract is let.

_____ VP Finance Signature

_____ President Signature