

Justification for Sole or Single Source Purchase

Include this completed form with requisitions when competitive bids or proposals are not solicited (*required for requisitions $\geq \$10,000$*)

Buildings & Grounds & Information Technology Dept. **ONLY** (*required for requisitions $\geq \$15,000.00$*)

SINGLE SOURCE: two or more vendors can supply the requirement, but one vendor is selected over another because of expertise or previous experience with similar work (i.e., consultants).

SOLE SOURCE: only one known vendor can supply the requirement due to the unique nature of the need.

*** Do **NOT** use this form if ordering from State Contract or Purchasing Cooperative. Include this information in the body of the requisition description.***

TO BE COMPLETED BY REQUISITIONER

Vendor

Requisitioner

Vendor email address

A Single or Sole Source Purchase must meet one of the following criteria:

- ☐ **One-of-a-kind:** the commodity or service has no competitive product and is available from only one supplier. (*Detailed explanation required*)

- ☐ **Compatibility/Continuity:** the commodity or service must match the existing brand of equipment for compatibility and is available from only one supplier. (*Detailed explanation required*)

- ☐ **Delivery Date:** the required delivery date for the commodity or service is available only from one supplier. Attach at least three quotes showing the proposed delivery date.

Required Delivery Date

- ☐ **Emergency:** Urgent need for the commodity/service with no time to permit soliciting of quotes, RFP's or sourcing. (*Detailed explanation required*)

- ☐ **Other:** (*Detailed explanation required*)

Requisitioner Signature

Date

Authorized Approver Signature

Date

Do Not Write Below- For Use by Purchasing Department Only

- ☐ **Single or Sole Source justification appears appropriate**

- ☐ **Inappropriate as follows:**

Assistant Director of Purchasing

Date