

**JUSTIFICATION FOR SOLE SOURCE AND/OR WAIVER PURCHASE**

REQUISITION NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT Library System BUSINESS UNIT KG5710114800.503490.162

SUGGESTED VENDOR

Unique Management Services, Inc. (UMS)

ITEM DESCRIPTION AND REASON FOR SOLE SOURCE AND/OR WAIVER:  
(MAY ALSO BE ATTACHED AS A MEMO)

Sole nation-wide recovery agency dedicated to library materials & fines

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TECHNICAL CHARACTERISTICS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUESTING SOLE SOURCE:

☒ ITEM MUST MATCH EXISTING EQUIPMENT, WHICH IS:

Polaris's Integrated Library System software

☐ ITEM IS A REPAIR PART FOR EXISTING EQUIPMENT, WHICH IS:

\_\_\_\_\_

☐ ITEM IS TO BE ATTACHED TO EXISTING ITEM, WHICH IS:

\_\_\_\_\_

Revision Date:

(X) TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS  
BECAUSE:

Specifically designed interface with the County's Integrated Library System software

( ) NO OTHER MANUFACTURER OF THIS TYPE OF PRODUCT EXISTS

( ) OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM REQUIREMENTS:

MANUFACTURER'S NAME: \_\_\_\_\_

REASON: \_\_\_\_\_

MANUFACTURER'S NAME: \_\_\_\_\_

REASON: \_\_\_\_\_

MANUFACTURER'S NAME: \_\_\_\_\_

REASON: \_\_\_\_\_

( ) OTHER \_\_\_\_\_

MUST PERFORM PRICE OR COST ANALYSIS OR ATTACH NEGOTIATED PRICE QUOTE FROM VENDOR; LETTER FROM MANUFACTURER STATING SOLE SOURCE.

A) PRICE ANALYSIS PERFORMED

BASED ON:

See attached price quote for continuation and expansion of service.

See attached letter from Library ILS Service provider concerning partnership with suggested vendor, UMS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revision Date:

B) COST ANALYSIS PERFORMED:

BASED ON:

*Jim Lange, Fiscal Manager*

SIGNATURE AND TITLE OF REQUESTER

I, \_\_\_\_\_, AUTHORIZED BUYER,  
CONCLUDE THE FOLLOWING:

- ☐ SOLE SOURCE JUSTIFICATION IS ADEQUATE AND PURCHASE IS AUTHORIZED WITHOUT COMPETITIVE BIDDING.
- ☐ SOLE SOURCE JUSTIFICATION IS INADEQUATE AND REQUISITION IS RETURNED TO DEPARTMENT.
- ☐ DUE TO TIME RESTRAINTS PURCHASE IS AUTHORIZED WITHOUT COMPETITIVE BIDDING.
- ☐ COMPETITIVE/NON-COMPETITIVE BID WAIVER APPROVED.

BUYER

PURCHASING DIRECTOR

Revision Date: