## Single/Sole Source Justification

Vendor:	
Commodity/Service:	
Estimated expenditure for the current term of contract or annually	
whichever is greater, for the above Commodity/Service:	\$

Initial the entry below that applies to the proposed purchase.

SINGLE SOURCE REQUEST is for: licensed, patented goods/services, the original manufacturer, for existing equipment, software, or is required from this source to permit standardization.

SOLE SOURCE REQUEST is for: the only qualified supplier possessing the unique and singular available capability to meet the requirements of the department. Please obtain and include a letter from manufacturer regarding the product or service.

\*\*\* Single & Sole sources are required to be publicly posted by the Organization for a minimum of 15 days prior to approval. \*\*\*

In all cases, negotiations have been performed in order for the Organization to receive the best value.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this single/sole source justification be authorized as a single source for the service or material.

Requisitioned by:	Telephone Extension	Signature: Department Director/Designee	Date
Department		Department Director/Designee	(PRINT OR TYPE)
(ORC Single/Sole Source No.	GANIZATION MANAGEN	MENT DIVISION USE ONLY) Received Date	
Posted Date From	То		(15 days)
Approved Disapproved Sig Reason for disapproval	gnature of Director/Designee	;	Date

Revised: 08/18/2022

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Pursuant to Section 838.22(2), Florida Statutes. It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole-source contract for commodities or services. Any person who violates this section commits a felony of the second degree, punishable as provided in s. <u>775.082</u>, s. <u>775.083</u>, or s. <u>775.084</u>.

Amount	\$		Vendor:			
1. Detailed Description of services and/or items: Describe the product/service you are requesting and its function.						
		-				
2. Justificatio	on f	or Single/S	Sole Source	/Special Circumstances: Explain why this vendor is the only source from		
			duct or serv			
		1				
3. Efforts to	Ide	ntify Other	r Vendors: 1	Describe steps taken to make this determination, vendors contacted, etc.		
If required by the Director, attach a letter from vendor declaring sole source.						
Funding Sou	irce	<b></b>				
	<u></u>					
Identify if State, Federal, or other outside County Funding						

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