

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
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Department	Department Director/Designee (PRINT OR TYPE)
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(ORGANIZATION MANAGEMENT DIVISION USE ONLY)

Single/Sole Source No. _____	Received Date _____
Posted Date _____ From _____ To _____	(15 days)
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason for disapproval _____	Signature of Director/Designee _____ Date _____

Amount	\$	Vendor:	
1. Detailed Description of services and/or items: Describe the product/service you are requesting and its function.			
2. Justification for Single/Sole Source/Special Circumstances: Explain why this vendor is the only source from which to obtain this product or service.			
3. Efforts to Identify Other Vendors: Describe steps taken to make this determination, vendors contacted, etc.			
If required by the Director, attach a letter from vendor declaring sole source.			
Funding Source: _____			
Identify if State, Federal, or other outside County Funding			