

SOLE-SOURCE JUSTIFICATION FORM

INSTRUCTIONS: Complete this form for all “sole source” purchases that will exceed \$5,000. Competition is not available in a sole source; thus distinguishing it from a proprietary purchase where the product required is restricted to the manufacturer(s) stipulated, but is sold through distributors and competition between them can be obtained.

Requisition Number:	Amount:	Date*:
Product or Service Description:		
Proposed Vendor:	Vendor Number:	
Prepared By:	Dept:	Ext:

I. Explain why this is the only product or service that can meet the needs of the City:

<input type="checkbox"/>	One of a Kind – No competitive product or service in existence.
<input type="checkbox"/>	Compatibility – Must match existing piece or brand of equipment for compatibility.
<input type="checkbox"/>	Replacement/Maintenance – Repair or maintenance for specific brand of existing equipment.
<input type="checkbox"/>	Other (Explanation must appear below)

II. Provide full explanations, complete descriptions, and/or list all relevant reasons to support the determination of why this vendor is the only practicably available source:

III. Explain why the price is considered reasonable and describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price:

IV. By submitting this request, I certify that the above justification is accurate and complete to the best of my knowledge and that I have no financial or other interest in selecting this vendor to provide the supplies or services indicated.

(Requester)

(Date)

V. Based on the above and (any) attached documents, I concur this to be a sole source with no other vendor available.

(Purchasing Agent)

(Effective Date)

*Sole source approvals are valid one year from the effective date and must be re-approved each year to ensure no competition exists in the market.