

## Single Source Justification

This document must be completed to provide information necessary for the review and approval of sole-source or single source purchases over \$5,000. All requests must provide adequate and detailed information and rationale to justify an exception to the competitive bid process. All single and sole source requests must be submitted prior to purchase of or entering into a contractual agreement with a vendor and approved by the Purchasing Department.

This purchase is being requested with a **single source justification**. Single source purchase requests will be considered in instances where alternate products and sources exist, but only one truly meets the needs of the requesting department and all others are found to be inferior. Single means one among others. **CONTINUE WITH THIS FORM.**

This purchase is being requested with a **sole source justification**. Sole source purchases will be considered when NO alternative exists for the item(s) or service(s) required and the identified source can be documented as the only source available. The determination is based on the unique qualifications or specifications of the purchase such that no other source exists. This determination is not price based. **STOP - FILL OUT SOLE SOURCE JUSTIFICATION.**

Date:	Cost Estimate:		
Requestor Name:	Department:		
Requested Vendor:			
Vendor Contact Name:	Vendor Contact Email:		
Is the Vendor the product manufacturer?	Yes	No	Sells the good(s) through distribution? Yes No
Is this purchased by a Federal Grant or Federal Funds?	Yes	No	

**Product or Service Description:**

**Describe the process used to select this product and/or service from this source.** If applicable, **ATTACH** supporting documentation including company contact information, emails, product or service information and quotes/proposals.

**Complete Page 2: Matrix from Quotation**

**Initial to certify the following:**

\_\_\_\_\_ There is no employee/employer relationship in existence

\_\_\_\_\_ The payment for good(s) or service(s) is within the range of the current competitive market.

\_\_\_\_\_ The above statements are true and correct and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source purchase.

**Please forward a completed Single Source Justification Form to Purchasing**

<b>Requestor Signature</b>  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p align="center">E-Signature</p>	<b>Purchasing Department</b> Approved                      Rejected  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p align="center">E-Signature</p>
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**Matrix from Quotation (Attach Quotes Received)**

Desired Qualities	Vendors			
	1.	2.	3.	4.
<b>TOTAL COST:</b>				

**Additional Comments:**