**Note: Requests missing information will not be processed and will be returned to the requestor for completion.**

**ALL SOLE SOURCE JUSTIFICATION FORMS MUST BE APPROVED BY PURCHASING.**

Sole source procurement shall be used only if a requirement is only reasonably available from a single supplier. A requirement for a particular proprietary item does not justify sole source procurement if there is more than one potential bidder or offeror for that item.

The determination as to whether a procurement shall be completed as a sole source shall be made by Purchasing. Purchasing will determine the application and duration. In cases of reasonable doubt, competition will be solicited. Note that a sole source procurement that exceeds $50,000 must be publicly advertised.

Please fill out the following form and attach it to your requisition in SLCCBuy. If the form is completed after the requisition has been submitted, the form should be emailed to the appropriate buyer, who will attach it to the requisition. Purchasing will review the request and determine if the requirements for sole source procurement are met. If Purchasing determines the requirements have been met, the requisition will be approved and a purchase order created. If Purchasing determines that the requirement for sole source procurement are not met, a solicitation will need to be completed.

|  |  |
| --- | --- |
| **Department Information** | |
| **Department Requesting Approval:** |  |
| **Contact Person and Title:** |  |
| **E-mail Address:** |  |
| **Ext:** |  |

|  |  |
| --- | --- |
| **Vendor Information** | |
| **Vendor Name:** |  |
| **Vendor Contact Person:** |  |
| **Vendor Contact E-mail Address:** |  |
| **Vendor Phone Number:** |  |

|  |  |
| --- | --- |
| **General Sole Source Information** | |
| **Describe, in layman’s terms, the product or service to be purchased and the purpose it will serve:** |  |
| **Cost (attach quote):** |  |

**Sole source request is based on which of the following (check all that apply):**

|  |  |
| --- | --- |
|  | Compatibility of product/service (please complete section A) |
|  | Availability (please complete section B) |
|  | Trial or Testing (please complete section C) |
|  | Transition Cost (Please complete section D)  \*Cost to switch to a new product/service is unreasonable or cost-prohibitive. |

## SECTION A. COMPATIBILITY

|  |  |  |
| --- | --- | --- |
| 1. | List the products/services with which this purchase must be compatible, the date those products/services were purchased, the life expectancy of the products, name of the vendor from which the purchase was made, and the purchase order, bid, or requisition number associated with that purchase. | |
|  | |  |
| 2. | Why must this purchase be compatible with the products/services listed above? | |
|  | |  |

## SECTION B. AVAILABILITY

|  |  |  |
| --- | --- | --- |
| 1. | What is unique about the product or service? List specific features, specifications, or attributes of the requested product or service which are not found in competitors’ product or service. | |
|  | |  |
| 2. | Explain why the unique features listed above are needed. | |
|  | |  |
| 3. | Describe the research used to make this determination, List the products or services that were reviewed, why those products/services do not meet your needs, and the approximate costs of those products or services. If quotes were obtained, attach them. | |
|  | |  |

## SECTION C. TRIAL OR TESTING

|  |  |  |
| --- | --- | --- |
| 1. | Why is the trial use or testing necessary? | |
|  | |  |
| 2. | What is the anticipated end result of the trial or test? | |
|  | |  |
| 3. | Do any other suppliers provide a similar product or service? | |
|  | |  |
|  | a. | If yes, list the company names: |
|  | |  |
|  | b. | Will their products be tested? If not, why will they not be tested? |
|  | |  |
| 4. | What criteria was used to choose this supplier? | |
|  | |  |
| 5. | What is the scope/size and location of test or trial? | |
|  | |  |

## SECTION D. TRANSITION COST

|  |  |  |
| --- | --- | --- |
| 1. | List the existing product/service, the original purchase price, and the procurement method used to obtain the product/service. | |
|  | |  |
| 2. | Provide the results of a cost-benefit analysis that demonstrates that the cost to transition to a different product is unreasonable or cost-prohibitive, and that award of a new contract without engaging in a procurement process is in the best interest of SLCC. | |
|  | |  |