



Sole-Source Justification

Request Information	
Date of Request:(mm-dd-yy)	
Procurement Department Information	
Procurement Agent:	
Procurement Agent E-Mail Address:	Telephone:
Request Submitted By	
Name:	
Department and Title:	
e-Mail Address:	
Request Details	
Sole-Source – A purchasing situation in which the procurement is available from only one source. Identify efforts made to locate other possible sources.	
Contractor Name:	Telephone:
Contractor Contact:	
Scope of Work	
Provide a detailed description of commodities/services to be provided. Also, include the following details: exact or estimated quantity, per unit price, and the total estimated value of the open contract to include the estimated quantity X unit price (if the exact quantities are not known).	
Complete the Following: (For justifying a Sole Source/Sole Brand)	
Provide an explanation why only a particular style, model, type or manufacturer is required (i.e. why the commodity is the only commodity which will meet the state entity needs).	
Letter from Original Equipment Manufacturer (required):	
Exclusive Capability	
Provide a detailed description of proposed source’s unique capabilities and/or personnel to perform the work and why this is the only source.	
To Be Used for Procurement Records Only	
CONTRACT #:	REQUISITION ID #:
If Publicly Solicited, Number of Protests:	
Outcome:	<input type="checkbox"/> Awarded Sole-Source <input type="checkbox"/> Not Awarded / Competitively Bid <input type="checkbox"/> Issued PO / Contract
Bid #:	