

## JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

**Sole Source Purchases** are defined clearly, based upon a legitimate need, and are limited to a <u>single supplier</u>. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and/or cost effective feature requirement. The use of sole source purchases must be justified and shall be limited only to those specific instances in which compatibility or technical performance needs are being satisfied.

**Sole Source Services** are defined as a service provider providing technical expertise of such a unique nature that the service provider is clearly and justifiably the only practicable source available to provide the service. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the service provider.

This form must be filled out for the request to purchase any good or non-professional service that requires a competitive procurement process (informal quotes (\$2,499-\$10,000), formal quotes (\$10,001 - \$29,999.99), or formal bid (\$30,000 or more) as defined in the LFUCG's Purchasing Manual. This form must be completed in its entirety and attached to the purchase requisition.

Note: Sole Source Purchase requests for goods exceeding \$30,000 will require approval by the Urban County Council by submitting an Administrative Review Form. A copy of this form must be signed off by Central Purchasing and attached to the Administrative Review Form.

## **Requesting Division**

Name	Division/Dept
Phone	Email
Type of Purchase: ☐ Goods/Materi	ials/Equipment □ Services
Cost:	
Sole Source Request for the Purcha	ase of:
□ One Time Purchase	☐ To Establish Sole Source Provider Contract (subject to annual review and approval by Central Purchasing and/or Urban County Council)
Vendor Information Business Name	
Contact Name	
Address	
Phone	Email



## JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

**STATEMENT OF NEED**: (Add additional pages as needed)

My division/department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the LFUCG. I know of no conflict of interest on my part, and I have no personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, persons or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

	escribe the product or so available from any other	ervice and list the necessary features this product provides that are option.
2.	elow are eligible reasons	s for sole source. Check one and describe.
	·	d product or service. No other vendor provides this. Warranty or defect ations to the consultant. Describe why it is mandatory to use this licensed service.
	inventory system, or si	uipment, inventory, custom-built information system, custom-built data milar products or programs. Describe. If product is off-the-shelf, list efforts e. web site search, contacting the manufacturer to see if other dealers are s region, etc.)
	☐ Uniqueness of the	service. Describe.
		tablished a standard for this manufacturer, supplier, or provider and there ach documentation from manufacturer to confirm that only one dealer
	☐ Factory-authorized	d warranty service available only from this single dealer. Sole availability . Describe.
	☐ Used item with ba	rgain price (describe what a new item would cost). Describe.
		e reasons are the most common and established causes for an eligible ve a different reason, please describe:
		<del></del>

3. Describe efforts to find other vendors or consultants (i.e. phone inquires, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).		
. How was the price offered determined to be fair and reasonable?  (Explain what the basis was for comparison and include cost analyses as applicable.)		
. Describe any cost savings realized or costs avoided by acquiring the goods/services from this upplier.		