



SOLE SOURCE PROCUREMENT REQUEST FORM

Sole source procurements of commodities and services are determined to only be available from a single source and cannot be competitively bid. Pursuant to law, sole source requests will not be processed without proper justification and compliance with the statutes, rules, and policy.

INSTRUCTIONS | This form is used for orders of items or services exceeding \$20,000.00 and only available through one supplier. (1) Complete all fields below, provide appropriate description/justification where applicable (i.e.: who, what, when, where, why). Please be concise. (2) Attach this completed form with a statement from supplier (on their letterhead) confirming sole source status to your requisition for review and approval.

Requisition Number:

Supplier Workday ID:

Supplier Name:

Mailing Address:

City, State, Zip:

Product Description:

Quantity:

Unit Price:

JUSTIFICATION | Brand name preferences, aesthetic design specifications, and/or price are not sufficient justification for sole source procurements.

1. Why is this service or commodity needed?

2. If the service or commodity is needed due to compatibility of existing circumstance select the existing compatibility item:

Accessories

Equipment

Replacement Parts

Technical/Networking

Environment

3. If this is a purchase of repairs involving hidden damage, provide the following information:

Brand/Model

UA Tag/Vehicle Tag

4. If this is a Sole Source based on performance specifications, what is the unique performance requirement and why is it necessary?



5. How was it determined that this service or commodity can only be provided by one source?

6. If requirements cannot be modified so that the service or commodity can be competitively bid, explain why:

7. If there are patent, copyright, or proprietary rights which make the service or commodity unavailable from other sources, describe:

8. What would the agency do if the service or commodity were no longer available?

9. Detail any program considerations, which make the use of a "Sole Source" critical to the agency.

BUSINESS SERVICES ONLY _____

APO Printed Name

APO Title

APO Signature