



## 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. Complete all fields below, provide appropriate description/justification where applicable (i.e. who, what, when, where, why), along with additional confirmation statement from supplier concerning sole source stance, and attach to your requisition for approval.

### SUPPLIER

Supplier Name	
Mailing Address	
City, State & Zip	

### ITEM (S) REQUESTED

Product Description	
Quantity	
Unit Price	

### JUSTIFICATION

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

1) Item or service is manufactured and/or sold by this supplier only: Yes No

2) Item and/or service needed due to compatibility of existing circumstance: Yes No

If Yes, select the existing compatibility item below:

Accessories	Yes	No
Equipment	Yes	No
Replacement Parts	Yes	No
Technical/Networking Environment	Yes	No

- 3) **This is purchase of repairs involving hidden damage:** **Yes** **No**  
If Yes, provide the following information:

Brand

Model

UA Tag or Vehicle Number

- 4) **This is a sole source based on performance specifications:** **Yes** **No**

What is the unique performance requirement?

Why is this feature necessary?

- 5) Why is this service or commodity needed?
- 6) What method(s) were used to determine that a lack of responsible competition exists for this service or commodity?
- 7) How was it determined that this service or commodity can only be provided by one source?
- 8) Can requirements be modified so that the services or commodity may be competitively bid? If not, why?
- 9) Are there patent, copyright or proprietary rights which make the required service or commodity unavailable from other sources.
- 10) What would the agency do if the service or commodity were no longer available?

**11)** Detail any program considerations, which make the use of a “Sole Source” critical to the agency.

For questions, please contact the Procurement Department by calling (479) 575-2551.

Approved:

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Procurement Designee Signature

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Title