PROCEDURES

FOR

SOLE SOURCE PROCUREMENTS

Sole Source Procurement, may be used, if appropriate and justified by the using department with concurrence by the Director of Procurement. The Department must attach a written justification stating the following:

1. Need for the service or commodity
2. Uniqueness of the vendor's qualifications, experience, commodity
3. Attempts to find other sources or basis for the sole source
4. Impact if this vendor was not selected.
5. If available, department should attach a written price quote/proposal confirming the cost.

The sole source justification may be submitted in a memorandum. Attach all applicable documents and forward to the Director of Procurement.