



Sole Source Purchase Justification and Approval Form

Department: _____ Date: _____

Purchased by: _____

Item(s) to be purchased: _____

Check if: Item(s) is an addition to existing approved sole source supplier.

Purchased from: Company Name: _____

JDE Vendor #: _____ Total Amount: _____

If item(s) are not on the current company-wide approved sole source list, complete the following sections:

Name of Manufacturer of Item(s): _____

Sole Source Supplier Information:

Company: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ Website: _____

Contact Person: _____ Email: _____

Sole Source/Brand Exclusive Capabilities (Mark the one(s) that best describes). See Sole Source SOP, **Section 11 - Definitions**, for complete description of exclusive capabilities below.

- 1.) Only one supplier can satisfy specification requirements and/or technical requirements.
- 2.) The compatibility with the existing equipment, facilities, or service is an important consideration;
Identify existing equipment: _____
- 3.) Technical services associated with the assembly, installation, or servicing of equipment of a highly technical or specialized nature.
- 4.) An item is purchased for testing or trial use.
- 5.) A statutory or market-based monopoly.
- 6.) Scarcity of supply in the market.
- 7.) Existence of exclusive rights (patent, copyright, or license).
- 8.) Need to avoid violating warranties and guarantees where service is required.
- 9.) The Authority has a rental contract with a purchase option.

- 10.) When alternative sources result in excessive costs.
- 11.) Emergency purchases where time is of the essence and impact of delay is significant. *
- 12.) Continuation of prior work associated with additional items, service, or work required, but not known to have been needed at the time the original order was placed with the vendor.

13.) **Relating to IT:**

- a.) Manufacture directs the Authority to purchase all upgrades to their system from the manufacturer's partner associated with mid-range or large systems purchased by the Authority.
- b.) Common Operating Environment (SCADA, PLC, GIS, Phones, Cisco, Security, FOB, etc.), item is proprietary.

Scope of Work: Description / Name of Brand/Materials/Services to be provided.

Detailed Justification for Not Bidding: Potential competition is thoroughly researched, documented, and deficiencies found are documented regarding the reason(s) for not bidding.
