

SOLE SOURCE JUSTIFICATION FORM
St. Mary's County Public Schools

Date: _____

Requisition No.: _____

School or Department: _____

Contact: _____

Phone No.: _____

Vendor Name: _____

Cost: \$ _____

SOLE SOURCE JUSTIFICATION

(Check all entries that apply)

- Vendor is the original equipment manufacturer; there are no regional distributors.
- The parts or equipment are not interchangeable with similar parts of another manufacturer.
- This is the only equipment that meets the specialized needs of the department and performs the intended function.
- This is the only consultant, software vendor, or materials/supplies vendor that meets the specialized needs of the department and performs the intended function.
- Detailed justification is available which establishes beyond doubt that the vendor is the only source practicably available to provide the item or service required.

I recommend that competitive procurement be waived, and that the service or material on the attached requisition be purchased as a sole source.

Signed: _____
School Principal or Department Head *Date*

Signed: _____
Chief of Fiscal Services and Human Resources *Date*

Based on the above and attached documents, I have determined this to be a sole source with no vendor practicably available.

Signed: _____
Procurement Officer *Date*