SOLE SOURCE REQUEST

GOOD/SERVICE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REQUISITION NO:\_\_\_\_\_\_\_\_\_

1. EXPLAIN WHY THIS IS THE ONLY PRODUCT/SERVICE THAT CAN MEET THE AGENCY’S NEEDS:

2. EXPLAIN WHY THIS VENDOR IS THE ONLY PRACTICABLY AVAILABLE SOURCE FROM WHICH TO OBTAIN THIS PRODUCT OR SERVICE:

3. EXPLAIN WHY THE PRICE IS CONSIDERED REASONABLE:

4. DESCRIBE THE EFFORTS THAT WERE MADE TO CONDUCT NON-COMPETITIVE NEGOTIATION TO GET THE BEST POSSIBLE PRICE FOR THE TAXPAYERS:

CERTIFICATION: I certify that the above statements are true and complete to the best of my knowledge.

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Signature Date

Approved [ ] Rejected [ ]

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Katie Weaver, Director, Procurement Services Date