

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.