



Sole Source# \_\_\_\_\_

## REQUEST FOR SOLE SOURCE PROCUREMENT JUSTIFICATION AND AUTHORIZATION

Any request that a purchase be restricted to one potential vendor must be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need. This form must be completed by the requesting department for all sole source procurement requests, based on the specified guidelines for completion. Submit the completed form along with any other supporting documentation to the [Procurement Officer](#) at the district office to obtain an authorized signature. Sole Source Procurements require several levels of approval above the level of the Procurement Coordinator, so allow for adequate processing time.

The proposed procurement action described herein is being procured pursuant to the authority of the District's [Procurement Code](#).

REQUESTOR'S INFORMATION				
Name		Signature		Date
Department		Phone Number	Email	

PROPOSED SUPPLIER/VENDOR INFORMATION			
Supplier/Vendor			
Supplier/Vendor Address			
Estimated amount of the Procurement for the current fiscal year	\$		
If the agreement is a multi-year contract or contains an option to renew, please enter the total estimated value over the life of the contract			
Please enter the contract start date and end dates		Start Date:	End Date:

The above product/service meets the definition of a sole source procurement and satisfies the following circumstance(s): *(check all that apply)*

- where the compatibility of equipment, accessories, or replacement parts is the paramount consideration.
- where a sole supplier's item is needed for trial use or testing.
- where the item is one of a kind (not manufactured or available through any other entity).

<b>1. DESCRIPTION OF PRODUCT/SERVICE</b> - Explain what requirements you have;

<b>2. DETAILED JUSTIFICATION FOR SOLE SOURCE</b> - Explain in detail why the equipment or service is essential and must meet the requirement ;

<b>3. DETAILED JUSTIFICATION FOR SOLE SOURCE</b> – Explain why the equipment or service is the ONLY one that can meet the requirement;

<b>4. BRIEF DESCRIPTION OF MARKET TESTING</b> – How you know that it is only available from the one specific vendor (please attach a statement from vendor regarding the sole source stance)

**The justification must be approved by the Procurement Officer, Chief Financial Officer as well as the Superintendent in advance of any procurement action.**

Under the requirements of Section 11–35-1560 of the South Carolina Consolidated Procurement Code and 19-445.2105 of the Rules and Regulations, I attest that the market has been researched with the results confirming the procurement is appropriate and complies with sole source criteria.

**APPROVALS REQUIRED:**

Requested by Principal / Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
 Reviewed & Approved by Procurement Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Reviewed & Approved by Chief Financial Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Reviewed & Approved by Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**SOLE SOURCE PROCUREMENT GUIDELINES**

**Definition**

In the simplest form, a sole source item is one that is one of a kind, has no equivalent, and is only available from one source.

**Regulation**

Sections 11-35-1560 and 19-445.2105 of the *South Carolina Consolidated Procurement Code* provide guidelines and conditions for sole source procurements. Specifically, sole source procurements are only permissible when there is only a single supplier and one or more of the following circumstances are met:

1. where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;
2. where a sole supplier's item is needed for trial use or testing; and
3. where the item is one of a kind.

Such determination will be in writing and must be supported by documentation from the department that contains sufficient factual grounds and reasoning as to why no other vendor is suitable or acceptable. In the case of procurements involving agreements or contracts, the determination must be authorized prior to execution of the agreement or contract.

**What does NOT constitute a sole source?**

- Something determined to be the “best” fit for a specific project (by determining what is “best” you are actually going through a procurement process.)
- Something that is a “really good deal”.
- Something that is available from more than one source.
- Something that has a comparable product or service that may just “not be as good”.
- Anytime there is reasonable doubt regarding whether something is a sole source.

**Procedure**

Any department seeking a sole source procurement is required to complete the Sole Source Procurement Justification and Authorization form. Complete the top section of the form, with a basic narrative in each section that explains:

1. what requirements you have;
2. why the equipment or service must meet that requirement;
3. why a particular piece of equipment or service is the ONLY one that can meet that requirement;
4. how you know it is only available from the one specific vendor (please attach a statement from the vendor regarding their sole source stance).

Submit the form along with supporting documentation to the Procurement Coordinator who will obtain additional signatures and will return back to the initiating department. If approved, the signed form with all additional documentation will need to be attached to the requisition.

**Tips for a good sole source request**

- Do NOT say “see attached”; you must write the justification in the space provided.
- Do NOT provide more details than what’s required above. Indicating why it is a rush, why it is a good deal, and outlining specifications not unique to the purchase are irrelevant and should not be included.
- Do NOT use phrases such as “we selected”, “the committee chose”, or “better than” – these suggest an informal procurement process was used and raises doubt as to a true sole source.
- DO highlight any requirements for compatibility with existing equipment - explain what we have and why our need must be compatible with it and then explain why the new equipment is the only compatible item. Outline any ongoing research requirements if applicable.
- Please note that sole source procurements require the approval of the Procurement Coordinator, Chief Financial Officer, as well as the Superintendent, so allow for adequate processing time.

***The justification must be approved by the Procurement Officer, Chief Financial Officer as well as the Superintendent in advance of any procurement action.***