

**SOLE SOURCE JUSTIFICATION (SSJ) FORM**

This form has been designed to affirm by signature that the goods/services being offered is from a sole source vendor and meets the requirements of the Kansas City Public Schools. However, the fair and open chance to compete is preeminent. Before you assert that a procurement is sole source, you should fairly and honestly attempt to identify multiple vendors or multiple brands. Please forward to the Procurement Department after completion and required signatures.

REQUISITION NUMBER: \_\_\_\_\_

**SOLE SOURCE JUSTIFICATION:**

The justification **must** outline the nature of the procurement and prove that conducting competitive bid procedures will delay the procurement.

Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Amount of Purchase: \$ \_\_\_\_\_

**Please Note:** Although competition is not involved, the end-user must establish that the price is fair and reasonable and document the appropriate procurement action. The end-user must provide a letter from the vendor on company letterhead describing the cause and nature of the sole source procurement. In addition, the end-user must check the vendor's qualifications, verification of insurance coverage (if applicable), information on warranty offered, and any other data pertinent to the purchase.

**Product Description:**

\_\_\_\_\_  
\_\_\_\_\_

The goods/services described above meets (1) of the descriptions below (check the appropriate line):

- \_\_\_\_\_ an item for which competition is precluded due to the existence of a patent, copyright, secret process, or monopoly.
- \_\_\_\_\_ a film, manuscript or book.
- \_\_\_\_\_ a utility service, including electricity, gas or water
- \_\_\_\_\_ a captive replacement part or component for equipment
- \_\_\_\_\_ other (please describe in detail and provide proof)

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a sole source procurement.

Submitted By: \_\_\_\_\_

Printed Name & Title

Department

Authorized Signature

Date

Phone

Approved By: \_\_\_\_\_

Printed Name & Title

Department

Authorized Signature

Date

Phone