

SAU 70 – Dresden, Hanover & Norwich School Districts

Sole Source Purchasing – Documentation Form

Vendor Name: _____ Fiscal Year: _____

Description and purpose of the purchase: _____

Non-Competitive Proposal

_____ The item is available only from a single source, please list the unique features of the product or service:

_____ A public emergency, explain situation and reasons why decision couldn't include other quotes:

_____ If maintenance costs are an issue, please list evidence of past maintenance problems or benefits from the selected vendor:

_____ If service considerations are an issue, evidence of past service problems or benefits must be provided.

If there are other similar products or services available, the reasons for selecting the vendor (check all that apply):

_____ Lowest price

_____ Availability

_____ Accessibility

_____ Expertise

_____ Reputation

_____ Continuity of Services

_____ Location (venue)

_____ Bid process/State contract

_____ Other considerations: _____

Signature of individual who completed procurement

Date