Brownsville Independent School District
Purchasing Department, Rm. #107
1900 E. Price Road, Brownsville, Texas 78521
(956) 548-8361   Fax (956) 548-8367

Sole Source Justification Form

Section A:

Requisition No.:	Department:
Recommended Vendor (s), if any:	Date:
	Estimated Cost:
Estimated Hours for Consulting Engagement:	Contact Person:
New Purchase ☐	Budget Code:
Ongoing Purchase/Renewal ☐	
If an ongoing purchase/renewal, what was the prior year expenditures $_____	
Does this purchase request for this ongoing purchase/renewal represent an increase or a decrease in price? (Please explain in detail)	

Instructions: Completion of this form is required in advance of all Sole Source purchases in excess of $3,000.00.

Requesting Department must complete this form stating that the product is exclusively sold by the vendor and cannot be purchased from any others. The written justification is not a justification to purchase. Texas Law requires that the decision to purchase sole source products be justified. This form is a justification of the need for something that is unique about the product that precludes competition.

I hereby certify that <u>**Only One**</u> **source (vendor) exists for the required product ("sole source").**

Compliance with Texas Education Code 44.031 is not required for purchases that are available from only one source, including:

1. An item for which competition is precluded because of a patent, copyright, secret process, or monopoly.
2. A film, manuscript, or book.
3. A utility service, including electricity, gas, or water.
4. A captive replacement part or component for equipment.

The sole source exception shall not apply to mainframe data processing equipment and peripheral attachments with a single-item purchase price in excess of $15,000.

Section B:

1. In 'layman's terms', describe the purpose or function of the required product.

2. If the particular product was not available or could not be procured, what would be the substantial risks for the department? How would the department proceed with its work?

3. Identification of the unique feature(s) or characteristic(s) and specification(s) of the requested product that will serve as the basis for the sole source justification.

4. Provide evidence of the research that was completed, identifying all other sources that were evaluated (including the names, manufacturers, model numbers, etc.) and the reason they were found to be unsatisfactory for the intended use or in meeting project goals. Attach copies of all information collected from other vendors. Sufficient detail must be included to show that the marketplace has been canvassed to locate acceptable competitive products. This section must relate to the explanation of need for the unique specifications and should serve to support a finding that the stated need cannot be met with competing products.

5. Will this purchase obligate Brownsville ISD to a particular vendor/provider for future purchases? Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item; will Brownsville ISD need more "like" items or services in the future to match this one?

6. Describe the actions the department will take to overcome the present barriers to competition prior to any future procurement of this product.

7. What will be the estimated cost for this purchase, explain why the suggested price for this product is considered to be fair and reasonable.

Section C:

Name of the person who prepared this request and justification:

Name:_____ Position:_____

Department:_____ Date:_____

I hereby certify that the above request and Justification is accurate and complete to the best of my knowledge and belief.

_____ Date:_____
Signature

Procurement Approval: A good faith review of available vendors for the request noted on this form has been completed.

_____ Date:_____
Signature – Administrator / Principal

Approved as to funding/business terms.

_____ Date:_____
Signature – Funding Source Administrator

I hereby approve the above request and justification.

_____ Date:_____
Signature – Purchasing Administrator