



SAU 70

Dresden, Hanover, and Norwich School District
Business & Finance
41 Lebanon Street, Suite 2
Hanover, NH 03755

Sole Sourcing 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 ___ Expertise ___ Location (venue) ___ Availability ___ Reputation ___ Accessibility ___ Continuity of Services ___ Bid process/State contract ___ Other considerations: _____

Signature of individual who completed procurement

Date