



Lake Worth Independent School District Request for Noncompetitive Procurement (Sole-Source) Approval

Complete this form to request approval for a noncompetitive, sole-source proposal. Limit one proposal per form. Completion and submission of this form satisfies the requirement in 2 CFR 200.320(f).

Name of Vendor

Submitted by Campus Name Date

Description of Request

Describe the services or items being purchased with this vendor, and explain the rationale for making it noncompetitive (sole-source).

Do you have a sole-source verification letter from the proposed vendor?

How many vendors were contacted for price quotes that led you to determine that there is only a sole-source?

List the vendors contacted:

Provide a reason that this procurement is a noncompetitive or sole-source procurement.

Certification

Signature of Employee Submitting _____ Date

For LWISD Use

- Request for approval as Sole-Source vendor is approved as requested.
- Request for approval as Sole-Source vendor is approved with the following changes:

- Request for approval as Sole-Source vendor is denied.

Signature of Superintendent or designee _____ Date