

LAKE STEVENS SCHOOL DISTRICT
SOLE SOURCE DECLARATION

Name: _____ Date: _____

Sole Source Vendor:

Purchase Amount:

Describe the item or service requested and why it is required:

Mark reason(s) this vendor was selected:

Licensed or patented goods or services

Provide a letter from the manufacturer attesting to this single reseller availability

Items are compatible with existing equipment, inventory, systems, programs or services

Describe determination and research performed:

Goods or services match an established standard

Describe:

Factory-authorized warrant service

Describe:

Goods or services meet specialized needs of the District or perform the intended function

Describe determination and research performed:

OSPI service provider

Provide OSPI approval

Detailed in student IEP – student number: _____

- Renewal of existing agreement
Describe efforts to ensure still sole source:

- Used item that represents good value and is advantageous to the District
Describe and provide information on market price survey, availability, etc.:

Describe the unique and necessary features only this vendor provides:

Mark steps taken to verify these features were not available elsewhere:

- Other brands/manufacturers were considered
Provide contact names/numbers and explain why these were not suitable

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Describe efforts to negotiate price and ensure price is reasonable/comparable to the general market:

Superintendent or Designee Approval

Date