



**DETERMINATION AND FINDINGS
FOR SOLE SOURCE PROCUREMENT**

Sole Source No. _____

FINDINGS

I. AUTHORITY

Richland County School District One Procurement Code, Provision III.B.9, Sole Source Procurement and Provision 19 of the District Procurement Regulations.

II. MINIMUM NEED

School/Department: _____

Goods or Services to be purchased: _____

III. FAIR AND REASONABLE PRICE

The estimated price of \$_____ is considered to be fair and reasonable.

IV. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT _____

is the sole source provider of the goods/services to be provided based on the following findings: (Attach additional documentation if applicable)

V. CERTIFICATION BY SCHOOL/DEPARTMENT

I hereby certify that the above findings are true, correct and complete.

Principal/Department Head _____ Date _____

Print: _____

VI. CERTIFICATION BY SUPERINTENDENT OR MEMBER OF SUPERINTENDENT’S CABINET

I hereby certify that the above findings are true, correct and complete.

Superintendent/Cabinet Member _____ Date _____

Print: _____

VII. CERTIFICATION BY PROCUREMENT OFFICER

I have reviewed the above findings and certify they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this contract.

Procurement Officer _____ Date _____

Print: _____

VIII. DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section III of the RCSD1 Procurement Code. Accordingly, I have determined that the District is justified in using the sole source method of procurement.

Chief Procurement Officer _____ Date _____

Print: _____