



Great Neck Public Schools

Phipps Administration Building • 345 Lakeville Road • Great Neck, New York 11020 • (516) 441-4070

Rationale for Sole-Source Purchase

******* PLEASE ATTACH VENDOR'S SOLE-SOURCE LETTER *******

(Vendor must be the only possible source from which to procure the goods or services)

PO Requestor _____ PND # _____ Vendor Name _____

To comply with the section of the Board of Education's purchasing policy (# 6700) that pertains to sole-source purchases, the following questions must be answered:

1. What are the unique benefits of the item as compared to other items available in the marketplace?

2. Please explain why no other item provides substantially equivalent or similar benefits:

3. Considering the benefits of this item, please demonstrate that its cost is reasonable by providing pricing information for similar products. (Attach additional documents if necessary.)

Signature of Requestor (i.e., Administrator/Principal/Budget Supervisor)

Date