

**SOLE SOURCE JUSTIFICATION FORM**

**St. Mary's County Public Schools**

Purpose: Sole source justification provides evidence that a competitive procurement is impractical. Staff must complete this form to request approval for any sole source purchase of equipment, supplies or services with cost exceeding \$4,999. All purchases over \$99,999 require Board of Education approval. All sole source requests are subject to approval by the Purchasing Office. Approval is required before the purchase is made. Signed and approved forms accompanied by a written quote from the sole source provider must be attached to your requisition in eFinance.

Guidelines: Per Board of Education policy DJC, circumstances that could necessitate sole source procurement are:

1. When only one source for that good or service exists that meets the requirements;
2. When the compatibility of equipment, accessories or replacement parts is the paramount consideration;
3. When a sole vendor's item is needed for trial use or testing and evaluation;
4. When competition is restricted by distributor agreements with manufacturers; and
5. When a public utility service is to be procured and only one source exists. This example is also known as a single source.

ALL FIELDS ARE REQUIRED

Date: \_\_\_\_\_ School or Department: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Briefly describe the equipment, supplies or services requested and the intended use:

Please provide information that supports your specific requirements necessitating a sole source purchase (attach separate sheet if necessary):

Statement: I am aware that the Board of Education of St. Mary's County and State of Maryland regulations require competitive procurements whenever practicable. I am requesting a sole source procurement based on the criteria stated above. I hereby certify that the above justification is accurate and complete to the best of my knowledge and belief.

**Approval:**

Signed: \_\_\_\_\_  
Department Head or School Principal Date

Signed: \_\_\_\_\_  
Deputy Superintendent of Fiscal and Supporting Services Date

Approved: \_\_\_\_\_  
Procurement Coordinator Date