

**Sole Source Justification
– Services –**

Sole source procurements are defined by law as clearly and legitimately limited to a single supplier or as an effect of a special market condition. The District may declare sole source only when satisfactory information and documentation is in place. A decision to negotiate a sole source must be clearly and convincingly established below. This form must be attached to the **Competitive Bidding Exemptions Form**.

Requestor		Location	
Requested Provider		Contract Amount	
<p>1. Please describe the service requested and why it's required:</p> 			
<p>2. Check the reason(s) for the sole source request – attach supporting documentation – be sure to include contact information on other providers which were examined and explanations on why they were not suitable. Include website searches, copies of phone directories, roster lists, etc.</p> <p><input type="checkbox"/> Sole service provider for this type of service. <i>(How was this decision reached? What research did you perform?)</i></p> <p><input type="checkbox"/> Service provider performs services for student during non-school hours and continuity is required to ensure the student does not suffer adverse effects.</p> <p><input type="checkbox"/> Service provider possesses special certification (s) required to perform the services. <i>(Describe the services to be performed, the required certification and why other service providers can't provide the service.)</i></p> <p><input type="checkbox"/> Service provider is identified in the student's IEP. <i>(Keep confidential student records available for reference if needed.)</i></p> <p><input type="checkbox"/> The need for this service is emergent and this is the only provider available. <i>(Provide documentation on the timeline constraints and research performed to ensure this is the only source)</i></p> <p><input type="checkbox"/> Renewal of existing agreement. <i>(How have you re-verified that this sole source is still appropriate?)</i></p>			
Requestor Signature		Date	