



## SOLE SOURCE PROCUREMENT REQUEST FORM

Sole source procurements of commodities and services are determined to only be available from a single source and cannot be competitively bid. Pursuant to law, sole source requests will not be processed without proper justification and compliance with State statutes and Fort Smith School Board policy and procedures.

### Instructions:

This form is to be utilized for orders of commodities or services that require at least two quotes/bids, but the requestor feels is only available through one specific vendor. Complete all fields below, provide appropriate description/justification where applicable (i.e. who, what, when, where, why), along with additional confirmation statement from supplier concerning sole source stance, and attach to your requisition for approval.

### SUPPLIER

Supplier Name	
Mailing Address	
City, State & Zip	

### ITEM (S) REQUESTED

Product Description	
Quantity	
Unit Price	
Total Price	

### JUSTIFICATION

Brand name preferences, aesthetic design specifications, or price are not sufficient justification for sole source procurements.

1) Item or service is manufactured and/or sold by this supplier only: Yes No

2) Item and/or service needed due to compatibility of existing circumstance: Yes No

If Yes, select the existing compatibility item below:

Accessories	Yes	No
Equipment	Yes	No
Replacement Parts	Yes	No
Technical/Networking Environment	Yes	No

**3) This is a sole source based on performance specifications:**

**Yes**

**No**

What is the unique performance requirement?

Why is this feature necessary?

**4)** Why is this service or commodity needed?

**5)** What method(s) were used to determine that a lack of responsible competition exists for this service or commodity?

**6)** How was it determined that this service or commodity can only be provided by one source?

**7)** Can requirements be modified so that the services or commodity may be competitively bid? If not, why?

**8)** Are there patent, copyright or proprietary rights which make the required service or commodity unavailable from other sources?

**9)** What would the District do if the service or commodity were no longer available?

10) Detail any program considerations, which make the use of a “Sole Source” critical to the agency.

**Fort Smith Public Schools Requirement Holder (Requestor of the Purchase):**

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisor:**

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Director/Assistant Superintendent:**

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Fort Smith Public Schools Superintendent:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Approved:

\_\_\_\_\_  
Procurement Designee Signature/Date

\_\_\_\_\_  
Title