

HSD SINGLE/SOLE SOURCE JUSTIFICATION FORM

Complete this form for all single-source or sole-source purchases of \$3,500 or more. District Policy DJF-2 requires competitive quotations or bids from at least three (3) suppliers, when available, for all purchases totaling \$3,500 or more. Any request to deviate from this requirement must be supported by written justification and appropriate documentation from the requisitioner before a requisition can be created. Approval of a single-source or sole-source justification applies only to the specific purchase identified on this form and does not constitute approval for future purchases.

Requisitioner's Name: _____ Date: _____
 School/Department: _____ PO# _____
 Description of item(s) or service(s) to be purchased: _____

 Proposed Supplier: _____
 Anticipated cost of item (s) or service(s): _____

I. A Single/Sole Source Purchase must meet one of the following criteria:

- ☐ **Unique Product/Service:** The commodity or service are proprietary and available from only one supplier; no other comparable supplier is available. This may include products or services which have a unique function, capability, patent, or subject matter content.
- ☐ **Compatibility -** The commodity or service must match existing products or services for compatibility and is available from only one supplier.
- ☐ **Replacement part -** The commodity is a replacement part for a specific brand of existing equipment.
- ☐ **Operating continuity -** The commodity or service is needed to maintain operation continuity. There is insufficient time to conduct a competitive quote or bid process without causing an interruption to District operations, services, programs, or business functions.
- ☐ **District standards -** The commodity or service must comply with established District standards and is available from only one supplier. A detailed explanation should be attached to this form.
- ☐ **Unique design -** URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disaster, etc.

II. Provide details of this request including explanation of why one source is reasonably available (attach separate if necessary).

III. As the Administrator/Principal/Department Head, I hereby certify that the above justification is accurate and complete to the best of my knowledge and belief.

Approval:

 Signature - Administrator/Principal/Department Head

 Date

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 Signature - Director of Purchasing

 Date