SPARTANBURG COUNTY SCHOOL DISTRICT FOUR

STRONGER TOGETHER

SOLE SOURCE JUSTIFICATION FORM

In Accordance with South Carolina Code of Laws, 1976, as Amended

Section 11-35-1560

(Sole Source Procurements)

This form is to be used to document and justify a sole source procurement in accordance with SC Code § 11-35-1560. A sole source procurement is authorized when the good or service is available from only one source or there is only one source that can supply the required good or service.

SECTION 1: REQUEST INFORMATION

Requesting Department/School: _____ Date of Request: _____

Requesting Contact Name: _____ Title: _____

Phone Number: _____ Email Address: _____

SECTION 2: DESCRIPTION OF GOOD/SERVICE

Description of Good/Service: _____

_____

Intended Use/Business Purpose: _____

_____

SECTION 3: SOLE SOURCE JUSTIFICATION

Provide a detailed explanation of why the good or service is available from only one source. Include all facts and circumstances that support this sole source justification.

Check the applicable reason(s) why this is a sole source procurement: *(Check all that apply)*

- ☐ The item is available from only one vendor.
- ☐ The item is compatible with existing equipment, software, or systems and is required to ensure proper function.
- ☐ Continuity of service is necessary and changing vendors would cause significant disruption.
- ☐ The vendor has unique rights, patents, copyrights, licenses, or proprietary technology.
- ☐ The item is required for standardization or to maintain warranty/service agreements.
- ☐ Other (Explain below): _____

SECTION 4: VENDOR INFORMATION

Vendor Name: _____ Vendor Contact: _____

Address: _____

Phone Number: _____ Email Address: _____

Proposed Total Cost: $ _____ *(Attach quote, proposal, or price documentation.)*

SECTION 5: CERTIFICATIONS AND APPROVALS

By signing below, I certify that this sole source procurement is necessary and meets the requirements of SC Code § 11-35-1560.

Requesting Official Signature: _____ Date: _____

Printed Name: _____ Title: _____

Department Head/Principal Signature: _____ Date: _____

Printed Name: _____ Title: _____

Chief Operations Officer Designee Signature: _____ Date: _____

Printed Name: _____ Title: _____

(Approval by Chief Operations Officer Designee is required prior to issuance of purchase order or contract.)

SECTION 6: PROCUREMENT OFFICE REVIEW

I have reviewed the sole source justification and supporting documentation and find it to be in compliance with SC Code § 11-35-1560.

Procurement Officer Signature: _____ Date: _____

Printed Name: _____ Title: *Procurement Officer*

SPARTANBURG COUNTY SCHOOL DISTRICT FOUR
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