SOLE SOURCE REQUEST FORM

Sole Source Procurement is defined as: "A situation created due to the inability to obtain competition. May result because only one vendor or supplier possesses the unique ability or capability to meet the particular requirements of the solicitation.

Designation is granted for one purchase only; any subsequent purchases the department wishes to make must be accompanied with a subsequent request.

Are Federal Grant funds being used for this purchase? _____ Yes _____No
If yes, please call Purchasing before proceeding 989-895-4037

WHO
Proposed vendor name and vendor number (this is found within the Munis system):

_____ #_____

Estimated cost of purchase: $_____

WHY
This is a sole source because (check all that apply):
_____ One-of-a-kind – there is no competitive alternatives available on the market
_____ Compatibility – must match existing brand of existing equipment
_____ Replacement Part – for a specific brand of existing equipment
_____ Unique design – must meet physical design or quality requirements
_____ Other - _____

WHAT
Describe the proposed goods or services:

_____

_____

What are the specific necessary features that this vendor provides that are not available from other vendors?

_____

_____

For further information please refer to the Bay County Purchasing Policy.

Describe how similar goods or services are unable to meet the required objective:

_____

_____

Describe your efforts to identify other potential sources:

_____

_____

List any other facts supporting the use of a non-competitive process:

_____

_____

PRICE REASONABLENESS (Check all that apply and attach back-up documentation)

I determined that the price is fair and reasonable because:

_____ I compared the proposed price to prices I previously paid for the same or similar goods and/or services. See PO# _____ Specify price: $_____

_____ I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments (attach relevant documentation) and the proposed price is similar or less

_____ I compared the proposed price to rough yardsticks (such as dollars per pound or per horsepower, or other units of measure) and did not discover significant consistencies that warrant additional pricing inquiry.

_____ Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.

_____ The price is set by law or regulations.

_____ Market research reveals that same or similar goods or services are available for a similar price

_____ Other: _____

_____ Back-up documentation attached

Explanation of above-checked justification:

_____

_____

For further information please refer to the Bay County Purchasing Policy.

STATEMENT OF NEED AND CERTIFICATION:

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of Bay County. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms ben a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

I hereby certify that this justification for sole source procurement is accurate and complete to the best of my knowledge.

_____

Authorized Signature Date

Note: If additional space is require, use additional sheets of paper and submit with this completed form.

For further information please refer to the Bay County Purchasing Policy.