

# Sole Source/Single Source/Exemption Form

Procurement Justification  
(Supplies/Equipment/Services)

Please select the most appropriate reason for waiving the competition requirement:

**Requested Supplier:** \_\_\_\_\_

- **Sole Source** (the term used to designate that there is only one vendor capable of providing a particular item or service): The requested supplier is the only provider of the products/services listed on the requisition. A quotation is attached, and the prices/terms are deemed reasonable for the value presented.
- **Single Source:** Used when indicating that, even though a product is available from various sources, it must--for specific reasons--be purchased from a specified vendor. **Please indicate the reason that the requested source is to be used.**

- \_\_\_\_\_ Required for compatibility w/standardized or existing equipment.
- \_\_\_\_\_ Services provided to complete equipment installation.
- \_\_\_\_\_ The requested supplier has the necessary availability to meet the required.  
delivery requirements.
- \_\_\_\_\_ Contracted Supplier: County has established a negotiated pricing  
agreement with the supplier.
- \_\_\_\_\_ The products consist of unique printed forms, pamphlets, or brochures.
- \_\_\_\_\_ Warranties will be voided if unauthorized equipment or service is purchased.
- \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested by:** \_\_\_\_\_

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

**Departmental Approval by:** \_\_\_\_\_

**Procurement Services Approved by:** \_\_\_\_\_  
(County Administrator)