



## SINGLE/SOLE SOURCE REQUEST FORM

SLPS policy requires that competitive bids be obtained by procurement for goods greater than \$5,000.00 and for services greater than \$50,000.00. Any deviation from this policy requires written justification, and evidence, from the requester **prior** to commitment of an order. If you believe there is justification for this request in lieu of competitive bidding, you must complete this form and receive approval from the Procurement Director. Email completed form to [SoleSource@slps.org](mailto:SoleSource@slps.org)

**Sole Source** is a good or service that is only available from one (1) source, with no other options available (e.g., vendor/manufacturer, etc.)

**Single Source**- Circumstances dictate use of this vendor despite other potential options (e.g., availability, timeliness, locality, etc.)

<b>Requestor:</b>		<b>Date:</b>	
<b>Department/School:</b>		<b>Phone Number</b>	

<b>Vendor Name:</b>		<b>Email:</b>	
<b>Vendor Contact:</b>		<b>Phone Number</b>	

	Licensed or patented		Replacement Part
	One-of-a-kind		Warranty
	Sole Distributor		Unique Design
	Compatibility		Emergency
	Continuity		Other:

**Provide a detailed explanation for the above reason selected.**

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Requestor Authorized Approval Signature:

Procurement Authorized Approval Signature:

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