



## SOLE SOURCE REQUEST FORM

SLPS policy requires that competitive bids be obtained by Procurement Service from at least three (3) qualified vendors, when available, for all orders \$5,000.00 or more. Any deviation from this policy requires written justification, and evidence, from the Requester prior to commitment of an order. **A Sole Source is a good or service that is only available from one (1) source (i.e. vendor/manufacturer).** If you believe there is justification to request, in lieu of competitive bidding, a sole source product or service, you must complete this form and send to the Procurement Department via email to [angela.russell-perry@slps.org](mailto:angela.russell-perry@slps.org).

<b>Requestor:</b>		<b>Date:</b>	
<b>Department/School:</b>		<b>Phone No:</b>	
<b>Item Description / Services Requested for Sole Source Purchase (describe in detail below)</b>			
<b>Vendor Name:</b>		<b>Email:</b>	
<b>Vendor Contact:</b>		<b>Phone Number:</b>	
<b>Sole Source Justification Information</b>			
<b>List the specification, skills, or expertise not available from other suppliers? (600 Characters max)</b>			
<b>How are these specifications, skills, or expertise essential to the accomplishments of your work or meet an essential business need for SLPS? (600 Characters max)</b>			
<b>Provide an explanation why the goods or services are proprietary and only available from a single source. (600 Characters max)</b>			

Requestor Authorized Approval Signature:

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Procurement Authorized Approval Signature:

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