



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 over \$5,000.00 or more. Any deviation from this policy requires written justification, and evidence, from the Requester to Procurement prior to commitment of an order. If you believe there is justification to request, in lieu of competitive bidding, a specific project brand name, a specific manufacturer, of a products or service, you must complete this form and send to the Procurement Department via email to angela.russell-perry@slps.org.

Requestor:		Date:	
Department/School:		Phone Number:	
<p>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</p>			
Item Description / Services Requested for Sole Source Purchase (describe in detail below)			
Vendor Name:		Email:	
Vendor Contact:		Phone Number:	
Sole Source Justification Information			
1. List the specification, skills, or expertise not available from other suppliers?			
2. How are these specifications, skills, or expertise essential to the accomplishments of your work or meet an essential business need for SLPS?			
3. Why is this supplier the only supplier able to provide the goods or services?			

Requestor Authorized Approval Signature: _____

Procurement Authorized Approval Signature: _____