



Sole Source Procurement Declaration Request for Products/Warranty Service

Sole source procurements are defined by law as clearly and legitimately limited to a single supplier or as an effect of a special market condition. The District may waive bidding requirements only when the criteria/rationale for a sole source declaration is satisfactory.

Vendor:	
Product:	
Department/School:	
Contact Person:	
Phone:	
Account Code for this Purchase:	

Describe the item requested and its function:

List the total dollar value, before tax, of this purchase:

Check the reason(s) for the sole source request:

- ☐ No other item is known to exist that performs this function.
How was this decision reached? What research did you perform?
- ☐ Item is of a specific design to fit in with an existing installation.
Is there more than one reseller for the design?
- ☐ Item is held under exclusive title, trademark, or copyright and only available through this seller.
How was this decision reached? What research did you perform? Please attach a letter from the manufacturer attesting to this single reseller availability.
- ☐ The vendor is the sole provider of factory authorized warranty service.
- ☐ The vendor is the sole provider of goods matching an established standard.
Describe
- ☐ Used Item available from vendor that represents a good value and is advantageous to the District.

What necessary features does this vendor provide that is not available from other vendors?
Please be specific.

What other brands/manufacturers were examined? Why were they not suitable?

What other vendors were contacted? Why were they not suitable?

Explain the efforts that were made to negotiate price. How do these prices/fees compare to the general market?

Please attach any evidence you collected regarding this request.

Requestor Signature: _____

Budget Authority Approval: _____

Date: _____

Finance Dept. Approval: _____

Routed by Finance for:

- ☐ *State funded sole source between \$40,000 - \$150,000*
- ☐ *Federally funded sole source between \$10,000 - \$150,000*

Routed to:

- ☐ Superintendent *or*
- ☐ Associate Superintendent *or*
- ☐ Deputy Superintendent
- ☐ School Board *(all State funded over \$150,000 and Federally funded over \$150,000)*