



PO Box 2098, Everett, WA 98213  
www.everettsd.org

## Sole Source Procurement Declaration Request for Services

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:	
Service to be provided:	
Department/School:	
Contact Person:	
Phone:	
Account Code for this Purchase:	

Describe the service requested and why it is required:

List the total dollar value of this purchase:

Dates that the service will be provided (start and end date):

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

- ☐ No other service provider is known that performs this function.  
*How was this decision reached? What research did you perform?*
- ☐ Service requires special certification(s) to perform.  
*Is there more than one vendor available with the certification? Were they contacted?*
- ☐ Service provider is listed as an OSPI provider for this service.
- ☐ The need for this service is emergent and only this provider is available.  
*Describe:*
- ☐ This service provider is detailed in the IEP for this student.  
*Keep confidential student records available for reference if needed.*
- ☐ Renewal of existing agreement  
*How have you re-verified that this sole source is still appropriate?*

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

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

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

*Please attach any evidence you collected regarding this request.*

**Requestor Signature:** \_\_\_\_\_

**Budget Authority Approval:** \_\_\_\_\_

**Finance Dept. Approval:** \_\_\_\_\_

Routed by Finance for:

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

Routed to:

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