

Kent ISD Sole Source Justification Form

Overview:

This form provides a standard way to document single or sole source justifications for purchases that are above the Kent ISD Board Policy Competitive bidding threshold (\$10,000), but where a competitive bid is not possible, or the requestor/business unit is requesting that no competitive bid be executed. The completed form must be attached to the purchase requisition along with any supporting materials to support the purchase request.

Sole Source Justification Type:

Recipients may conduct noncompetitive ("sole source") procurement through solicitation of proposals from only one source when one or more of the following circumstances apply (Please Check the Box for which circumstance applies):

- This is a new purchase of proprietary materials and services; product is available only from one source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- Competition is determined inadequate after solicitation of a number of sources.
- Vendor is specified by name in an awarded contract or grant
- No substitutions available to match existing hardware/equipment that are currently at Kent ISD (provide a previous PO number if possible)

Requested Product(s):

Vendor Name: _____

Estimated Value of Product(s) \$

Description of Product(s)

Vendor Justification:

Provide a detailed background explanation of proposed Vendor's unique ability to offer the requested product(s). Also identify how we came to find this Vendor and any other Vendor that offers similar product(s). Specify why the proposed Vendor is the only company that can meet the perquisite requirements for this order.

Cost Justification:

Provide evidence that due diligence has been completed to ensure that Kent ISD has received fair and reasonable pricing. This could include comparison of past product(s) or service(s) that we have procured or similar items on the market.

Acknowledgement of Form Completion:

I acknowledge the requirements of Kent ISD's competitive bidding thresholds and the criteria laid out in this form for the justification of sole source purchases. Completion of this form does not guarantee the approval of the procurement request.

REQUESTOR: _____ Name (Printed) _____ Signature _____ Date
DIRECTOR: _____ Name (Printed) _____ Signature _____ Date
ASSISTANT SUPERINTENDENT/SUPERINTENDENT: _____ Name (Printed) _____ Signature _____ Date