



Procurement Division
**SOLE SOURCE
PURCHASE JUSTIFICATION**

Justification: Requestor/Originator: Please respond to all items. Responses which require additional space should be attached to this justification and reference the specific paragraph or item number.

1. Description of the Purchase: The Manufacture, model number and/or generic description identifying the specific item(s) required to meet the purpose described below.

2. PURPOSE: Provide a brief description of the intended application(s) for items which are to be purchased.

3a. JUSTIFICATION: Describe all the performance functions unique to this product or service. Explain why this particular product or service is the only solution. Explain why the vendor is uniquely qualified to provide the products or services.

3b. State reasons why other product competing in this market does not meet your needs and/or do not comply with your specifications or needs.

4. EFFORTS TO IDENTIFY OTHER SOURCES: Describe effort to identify other vendors to furnish the item(s) or service(s) and why other vendors would not qualify to submit competitive quotation for this particular product and/or service.

CERTIFICATION:

The undersigned states that he/she has prepared the above documentation and that the facts and data or information as set forth are complete and accurate to the best of the undersigned's knowledge and belief.

Requestor's Name and Title

Requestor's Signature:

Date
