



# SOLE SOURCE REQUEST

This request (*properly completed, including department head's signature*) must accompany your Requisition to the Purchasing Department if the item requested is identified as sole source/supplier.

*Sole Source is defined as "only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation, such as technical qualifications, ability to deliver at a particular time, or services from public utility (or when there is) a situation where a particular supplier or person is identified as the only qualified source available to the requisitioning authority."*

*Or because of 1) compatibility with existing equipment or system or 2) the product or service is patented, copyrighted, or has other proprietary information or trade secrets that is retained by its owner.*

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**I. Obtain Approval for Sole Source Purchase from Department Head before entering Requisition**

**Department:** \_\_\_\_\_ **Vendor Name & Number:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Item (s) Requested:** \_\_\_\_\_

**Justification:** (Choose one of the reasons listed below and give details in "Explanation".)

- \_\_\_\_\_ Replacement part(s) for equipment already in use which can only be replaced with OEM (Original Equipment Manufacturer) products.
- \_\_\_\_\_ Item or system requiring compatibility with other approved standardized systems in use by the County.
- \_\_\_\_\_ Exclusive Manufacturer/Distributor of unique item (e.g. Publisher of printed materials).
- \_\_\_\_\_ Item purchased one time for testing purposes only.

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Department Head** **Date** \_\_\_\_\_

\_\_\_\_\_  
**Purchasing Director** **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Support Services Agency Director** **Date:** \_\_\_\_\_

- II. Enter Requisition and fax copy of this form to: Attention: Purchasing Department at x8428**
- III. Send original to Purchasing as soon as possible. Order will not be finalized until original received.**