

## **SOLE SOURCE JUSTIFICATION REQUEST FORM**

**Instructions:** Briefly describe the items or service requested and list in detail the reason for requesting the Sole Source designation. Include substantiating data such as; companies contacted and the reason for elimination, technical data, etc. Since this is a request to depart from the mandated procedure for competition, request without support cannot be considered. The CNM Buyer may require additional information and remains the final authority in the determination of a Sole Source acquisition.

**Date:**

**Prepared by:**

**Vendor/Contractor Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Cost:**

**Term of Contract:**

**Description of Item/Service to be procured:** (listing of the services, construction or items of tangible personal property procured under the contract)

**Below is the summary of information regarding the justification for your request for the Sole Source Procurement.**

**1. Explain why this is the only available source that can meet the needs of your department.**

**2. Explain why this vendor is the only available source from which to obtain this product or service.**

**The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved futile; OR**

**Other reason, please explain in full. Attach additional sheets if necessary.**

**3. Explain why the price is considered fair and reasonable.**

