



Single and Sole Source Purchase Justification

Sole source purchases do not promote open competition; however, in some circumstances they may be justified.

This form must be completed in its entirety for single source purchase requests.

This is a single source request for: (list product/service)

Vendor Name: _____ Contact Person: _____

Vendor Address: _____ Phone: _____

Requested by: _____ Dept: _____

A single source purchase must meet one of the following criteria (PLEASE CHECK ALL THAT APPLY):

- One-of-a-kind The commodity or service has no competitive product AND IS AVAILABLE FROM ONLY ONE VENDOR.
- Compatibility The commodity or service must match existing brand of equipment for compatibility AND IS AVAILABLE FROM ONLY ONE VENDOR.
- Replacement Part The commodity is a replacement part for a specific brand of existing equipment AND IS AVAILABLE FROM ONLY ONE VENDOR.
- Unique Design The commodity or service must meet physical design or quality requirements AND IS AVAILABLE FROM ONLY ONE VENDOR.
- Territorial The commodity or service is assigned to only this vendor for this specific region.

Requestor shall obtain a single source letter from the vendor that indicates that they are the only source available and submit to the Purchasing Department along with this completed form.

Florida Administrative Rule: 6A-1.012

The Purchasing Department will electronically or otherwise publicly post a description of the commodities or contractual services sought for a period of at least 7 business days. The description will include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described. If it is determined after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the Purchasing Department will provide notice of its intended decision to enter a single source contract and may negotiate on the best terms and conditions with the single source vendor.

As Principal or Department Head, I hereby certify that the above justification for non-competitive purchase is accurate and complete to the best of my knowledge and belief.

Signature of Department Head or Principal

Date