

CONTRACTOR'S NAME:

STREET ADDRESS:

CITY:

STATE:

ZIP CODE:

PROPOSED PRICE:

BRIEF DESCRIPTION OF PURCHASE:

WHY IS SOLE SOURCE CHOSEN AS THE PROCUREMENT METHOD RATHER THAN COMPETITIVE SEALED BIDDING?

WHY IS NO OTHER VENDOR/CONTRACTOR SUITABLE OR ACCEPTABLE AS A SOURCE FOR THIS PROCUREMENT?

HOW DO YOU KNOW ABOVE TO BE SO? (e.g., industry research, vendor inquiries, knowledge and expertise)

IS THE PRICE FAIR AND REASONABLE? AND WHY? Yes No

REQUESTER SIGNATURE

PRINT

DATE

PROCUREMENT OFFICER SIGNATURE

PRINT

DATE

PROCUREMENT DIRECTOR SIGNATURE

PRINT

DATE