



## SOLE SOURCE JUSTIFICATION AND REVIEW - CHECKLIST

### 1. Vendor Recommended for Award

- Vendor Name \_\_\_\_\_
- Contact Name \_\_\_\_\_
- Phone No. \_\_\_\_\_
- Fax No. \_\_\_\_\_

### 2. Description of good(s) or service(s) – Overall Value: \$ \_\_\_\_\_

Goods – provide complete description, manufacturer names, model no., etc. \_\_\_\_\_

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Services – provide complete scope of work the product will allow the district to perform. \_\_\_\_\_

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### 3. Type Sole Source – please select one (all noted correspond to T.E.C. 44.031, (j)):

- Existence of patents, copyrights
- Secret processes
- Material monopolies
- Film, manuscript, or book
- Utility services including water, gas, and electricity
- Captive replacement part or component for equipment

### 4. Obtained Sole Source Affidavit from Vendor Yes No

Can the goods or services be sold through distribution of other venue?  Yes  No

### 5. Requestor Department Sole Source Justification

Why is it necessary for this product to be used and what makes it unique? \_\_\_\_\_

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Is there a like product in the market that could be used and perform as well as the targeted product?

Yes \_\_\_\_ No \_\_\_\_ If no, please explain why. \_\_\_\_\_

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**6. Competitor Research – Purchasing Department**

Please provide the following information in the table below for alternate products reviewed:

- Vendor(s) Contacted (vendor name, contact name, phone number, alternate service/product reviewed, date contacted);

Vendor Name	Contact Name	Phone No.	Service/Product Reviewed	Date Contacted

- copies of documentation to support contacts made)
- Internet Search – provide screen prints or company name and contact information \_\_\_\_\_

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- Any other research accomplished to justify recommendation for sole source. \_\_\_\_\_

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**Is this a one-time cost or will future maintenance or user fees be required?**

One time cost \_\_\_\_\_ Future costs will be incurred \_\_\_\_\_ (please provide estimate)

\_\_\_\_\_  
 Signature of Requestor Department Date

\_\_\_\_\_  
 Supervisor if different from Requestor