



LARAMIE COUNTY COMMUNITY COLLEGE

Sole Source Justification

Sole source is defined as such that only one supplier or manufacturer can provide the product or service. When and where possible, every effort shall be made to research alternative products and sources of supply for all purchases. All sole source justifications are to be reviewed and approved by Director of Contracting and Procurement.

Instructions: Equipment, goods, materials, retention of personnel, property, services and/or supplies which perform a certain function for which no other source is known to exist is classified as a "sole source" as defined per the LCCC Procurement Procedure Manual. Completion of this Form in its entirety is required for all such requests, complete with all necessary supporting documentation as defined below. Completed Form shall be forwarded to the Purchasing Office.

Requested By	Name		Department/ Division	
	Date of Request	Phone	Ext.	
Is the recommended company the manufacturer?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the manufacturer sell the item(s) through distributors?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sole Source Justification:				
Schedule: <i>Identify the date you need delivery</i>				
Estimated Cost			Budget Code	

Sole Source Rationale

Justify why the recommended good/product/material/service and subsequent company/vendor/supplier is the only source that can meet your request requirements, understanding that said recommendation will result in a noncompetitive procurement process. In Sole Source Justification above, address the justification for your request and recommendation. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions. Use one or more of the following as applicable. Check all that apply:

- Available only from source because of patents, copyrights, secret processes, territorial rights per manufacturer, or natural monopolies; or,
- Films, manuscripts, papers, library materials, or books published and/or distributed from only source; or,
- Electricity, gas, water or other utility services; or,
- Captive replacement parts or components for existing equipment, goods, materials and supplies; or,
- Sole brand purchase of equipment, goods, materials and supplies which has been selected to standardize inventory, maintain repair and/or replacement parts, and/or comply with existing systems; or,
- Service required to maintain warranty coverage of existing equipment or facilities: or,
- Equipment specifically engineered and/or manufactured or designed to perform a proprietary function: or,
- Used equipment – competitive pricing process waived: or,
- Advertising – sole entity for specified audience (radio, TV, or print).
- Emergency – goods or services purchased without competition for situations that affect the safety and welfare of employees, students and the public.

Purchases using federal funds

Check box, if any portion of this purchase is being paid through a federal award or state award with federal flow-through funds. Attach completed LCCC Federally-Funded Award Sole Source Procurement Justification form.

Acknowledgement

I am aware of and hereby acknowledge LCCC's requirements for competitive quoting and/or bidding and the criteria for justification for Single Source/Sole Source Purchasing. I have gathered the required technical information and have made a concerted effort to review comparable/equal equipment (e.g., market research). I have attached the pertinent documentation showing what market research was conducted to preclude other items from consideration.

Requestor Signature _____

Dean/Director Signature _____

Printed Name _____

Printed Name _____

Date _____

Date _____

All expenditures exceeding \$5,000 require approval by a member of President's Cabinet.

Signature of President's Cabinet Member _____

Date _____

Printed Name _____

THIS SECTION TO BE COMPLETED BY THE PURCHASING OFFICE

- Request does constitute a sole source purchase
- Request does not constitute a sole source purchase
- Request is insufficient to form an opinion or make a decision

Director, Contracting & Procurement _____

Date _____