

**SOLE SOURCE JUSTIFICATION**

**Purpose**

Sole source justification provides evidence that a competitive procurement is impractical. Staff must request approval for the sole source procurement of equipment, construction, supplies or services when a purchase will exceed \$5,000.00. All purchases over \$25,000.00 require Board of Education approval. This completed form will be provided to the Board for approval of your request. This form is not to be utilized to circumvent normal purchasing procedures. Approval is **not** needed when utilizing approved contracts (i.e. HCPSS, County, State, etc.).

**Guidelines**

Per Board of Education Policy #4050, the awarding of a sole source contract shall comply with one or more of the following conditions:

1. Only a single source exists that meets the requirements;
2. The compatibility of equipment, accessories or replacement parts is the paramount consideration;
3. A sole supplier item is needed for trial use or testing;
4. A sole supplier's item is needed for resale;
5. Certain public utility services are to be procured and only one source exists; and/or
6. In the case of instructional related needs, staff has determined to the satisfaction of the Director of Purchasing that it would be impractical to seek or utilize another source.

Acceptance of this request will be at the discretion of the Director of Purchasing.

**Statement**

I am aware that Board of Education of Howard County and State of Maryland regulations require competitive procurements whenever practicable. I am requesting a sole source procurement based on the criteria stated below. These statements are complete and accurate based on my professional judgment and investigations. I also certify that no personal advantage, gain or privilege has (or will) accrue to my immediate family or myself through the purchase from this company, nor is a family member employed by, or is an officer of this company.

Account Manager: \_\_\_\_\_ Account Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Amount/value: \_\_\_\_\_

Briefly describe the equipment, construction, supplies or services requested, and its purpose or use:

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What are the consequences or risks of not securing this equipment, construction, supplies or services from this company?

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Please provide information that supports your specific requirements necessitating a sole source purchase:

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Purchasing Approval	
Approved	Director of Purchasing Signature: _____
Not Approved	Date: _____