

***Instructions:*** *This is a Microsoft WORD form. Tab to each required field. Depending upon amount of info provided, your form might become 2 pages. When complete, print the form, sign it, and then forward to the Procurement Department.*

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| **CONTRACTOR’S NAME:** |  |

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| --- | --- |
| **ADDRESS:** |  |
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| --- | --- |
| **AMOUNT:** | $ |

**BRIEF DESCRIPTION OF PURCHASE:**

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**1.) WHY IS SOLE SOURCE CHOSEN AS THE PROCUREMENT METHOD RATHER THAN**

**COMPETITIVE SEALED BIDDING?**

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**2.) WHY IS NO OTHER VENDOR OR CONTRACTOR SUITABLE OR ACCEPTABLE AS A**

**SOURCE FOR THIS** **PROCUREMENT?**

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**3.)** **HOW DO YOU KNOW ABOVE TO BE SO?** (e.g., industry research, internet research,

vendor inquiries, or knowledge and expertise)?

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**4.) IS PRICE FAIR AND REASONABLE?**  **YES**  **NO**

**WHY?**

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**REQUESTER NAME & DEPT. (Print)**   **DATE**

**REQUESTER SIGNATURE REQUIRED**

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**PROCUREMENT OFFICER REPRESENTATIVE** **DATE**

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**PROCUREMENT DIRECTOR**  **DATE**