



**NOTICE OF SOLE SOURCE
AWARD & JUSTIFICATION
NON-TECHNOLOGY**

Purchase Order/Contract No.: _____ Date: _____

Requesting Department: _____

Commodity: _____

Name of Contractor: _____

Expected Cost: _____

1. Explain why this is the only product or service that can meet the needs of the purchasing agency.

2. Explain why the vendor is the only practicably available source from which to obtain this product or service

3. Explain why the price is considered reasonable.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

RECORDS FOR THIS PROCUREMENT ARE NOW AVAILABLE FOR INSPECTION

Procurement Director/Associate Director

Approved

Name Typed or Printed

Agency Head or Designee

Approved

Signature
Vice President for Finance & Administration
(Approval Required over (\$50,000))

Division of Purchases and Supply

Approved

Signature
(Approval Required over \$50,000)

Comments: