

SOLE SOURCE PURCHASE JUSTIFICATION FORM

Requisitioner: _____ Department: _____

Sole Source Product or Service: _____

Vendor Name, Address and Telephone Number: _____

GUIDELINES

Sole source purchases are allowed by the Louisiana Procurement Code (La. R.S. 39:1551 et.seq.), which was adopted by the Lafayette Parish School Board, when certain conditions exist. This form may be used to justify sole source purchases for unique products, services or conditions or you may write a letter that addresses each point. This will become part of the permanent record for this purchase.

A **sole source** justification represents a request from the end user for the Purchasing Department to waive the bid process in accordance with La. R.S. 39:1597. For the purpose of this form, the particular item or service is available from only one supplier (usually the manufacturer) and is unique in that no other will be suitable or acceptable to meet the need.

TO BE COMPLETED BY REQUISITIONER:

1. Explain specification requirements and how or why **ONLY** the designated product/service meets the need. Cite the qualities/features that make this product or service unique in meeting the need. (If necessary, attach statement)

 2. Specifically name, by manufacturer and model or service provider, other products or services investigated (if fewer than two, explain). (If necessary, attach statement)

 3. State specifically why and how other products investigated are deficient in meeting the need. (If necessary, attach statement)

 4. Obtain signed letterhead quotation and declaration of sole source from corporate marketing (not sales representative) which also states that product or service is not sold through distributors and submit all documents to the Purchasing Department for approval.
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Signature and Title of Requisitioner

Date

Signature and Title of Authorized Signature

Date