



**BUREAU OF ADMINISTRATION
REQUEST/JUSTIFICATION FOR SOLE SOURCE PURCHASE**

REQUESTER NAME: _____ DATE: _____

DEPT/INSTITUTION: _____ PHONE NUMBER: _____

AGENCY/OFFICE _____

SUGGESTED VENDOR: _____ REQUISITION NUMBER: _____

ITEM/SERVICE TO BE PURCHASED: _____

REASON FOR REQUESTING SOLE SOURCE (CHECK ALL THAT APPLY)

- ITEM MUST MATCH EXISTING EQUIPMENT
- ITEM IS REPAIR PART FOR EXISTING EQUIPMENT
- ITEM IS TO BE ATTACHED TO EXISTING EQUIPMENT
- TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS
- OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM REQUIREMENTS
- NO OTHER MANUFACTURER OF THIS TYPE OF PRODUCT EXISTS
- OTHER (PLEASE SPECIFY) _____

PROVIDE AN EXPLANATION FOR THE REASONS CHECKED ABOVE.

EXPLAIN THE PROCESS YOU USED TO CHOOSE THE REQUESTED ITEM OR SERVICE. INCLUDE A LIST OF VENDORS CONTACTED.

SIGNATURE AND TITLE OF REQUESTER

PROCUREMENT SPECIALIST RECOMMENDATION

- SOLE SOURCE JUSTIFICATION IS ADEQUATE - PURCHASE AUTHORIZED WITHOUT COMPETITIVE BIDS
- SOLE BID RECEIVED THROUGH ADVERTISED, FORMAL COMPETITIVE BID PROCESS - PURCHASE AUTHORIZED WITHOUT FURTHER BIDS
- SOLE SOURCE JUSTIFICATION INADEQUATE - REQUISITION TO BE RETURNED TO REQUESTER
- SOLE SOURCE JUSTIFICATION IS INADEQUATE - OPM TO SOLICIT ADDITIONAL QUOTES OR ISSUE IFB/RFP
- SOLE SOURCE JUSTIFICATION IS INADEQUATE HOWEVER PURCHASE SHOULD BE AUTHORIZED IN THE BEST INTEREST OF THE STATE OF SOUTH DAKOTA.

PURCHASING SPECIALIST EXPLANATION OF RECOMMENDATION

PURCHASING SPECIALIST SIGNATURE

PROCUREMENT DIRECTOR DETERMINATION

PROCUREMENT DIRECTOR COMMENTS

PROCUREMENT DIRECTOR SIGNATURE