

SINGLE/SOLE SOURCE JUSTIFICATION

Purpose

This form must be submitted for the sole source procurement of equipment, construction, supplies or services when the purchase will exceed \$5000. (However, this justification is **not** needed when buying from available contracts (i.e. HCPSS, County, State, etc...)) The purpose of this sole source justification is to show that a competitive procurement is impractical because only one product or service can meet the specific need. It is not to be utilized to circumvent normal purchasing procedure, nor for a price-based justification. Acceptance of this request will be at the discretion of the Purchasing office.

Statement

I am aware that Board of Education of Howard County and State of Maryland regulations require procurements to be done competitively whenever practicable. I am requesting a single/sole source procurement based on the following criteria. The following 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 vendor, nor is a family member employed by or is an officer of this vendor.

Account Manager: _____

Account Manager Signature: _____

Date: _____ Phone: _____

Vendor: _____

Briefly describe the product / service requested, its function and what it will be used for:

Please select the category (or categories) that best describe your single/sole source requirement. Answer all of the questions pertaining to that category, attaching additional pages as needed. Complete only those categories that are applicable.

A. Compatibility with existing equipment, research protocol, methodology, or training:

1. With what other material must this requirement be compatible? _____
2. What is the approximate dollar value of the existing material? _____
3. What are the unique properties that make this the only product compatible with existing material or research? _____
4. Provide any other supporting information, if applicable. _____

B. Only known manufacturer of this product:

1. What investigation has been done to support this claim (i.e., trade shows, Internet searches, professional journals, colleagues, etc.)? Please list sources. _____

2. What other manufacturers did you solicit information from? Please list their names and summarize your findings. _____

- 3. Does this manufacturer sell directly to The Howard County Public School System or through distributors?

Note- If the manufacturer has more than one distributor, Purchasing will seek competition only from these distributors.

☐ C. Only product that will meet the requirements of the intended use although other like items exist:

- 1. What other manufacturers did you evaluate? _____

Please identify the manufacturer and the product deficiencies that lead to their disqualification. Attach all vendor quotations to this form.

- 2. If this product is superior to all others, state the reasons why. (Give specific characteristics, capabilities and properties.)_____

- 3. Provide other supporting research to document the need for only this specific manufacturer, if applicable

☐ D. Service of Needed Equipment:

- 1. Is this the only known vendor to support and/or service this type of product in this region?_____

- 2. If yes, give support of your need for immediate service as the primary requirement for vendor selection when buying new equipment._____

Note-This alone will not qualify as sole source if there are other manufacturers that sell and service similar products within this region. Additional support would be required above.

☐ E. What are the consequences or risks of not securing this specific item or service?_____

☐ F. Provide any additional information not furnished above that supports your specific requirements necessitating single/sole source purchase:_____
