Single Source or Sole Source Justification

Department of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

GENERAL INSTRUCTIONS

Complete this form for contract requests with a value of $7,500 or greater (for all funds) where competition may be restricted or where multiple quotes or proposals were not obtained. Completing this form does not guarantee that the proposed vendor will be selected. The Department of Procurement may require additional information. It is the requestor's responsibility to provide all the required information and documentation indicated on this form.

Definitions: **Sole Source**—The ***ONLY*** known source for unique products & services with no other options available
Single Source—Circumstances dictate use of this vendor despite other potential options. (i.e., availability, timeliness, locality, etc.)

This completed form is required to be submitted with MCPS Form 203-6, *Contract/Solicitation Intake Form*, and any additional supporting documentation.

REQUESTOR INFORMATION

Name _____ Phone _____-_____-_____

Division/Department _____ Title_____

VENDOR INFORMATION

Vendor Name _____

Contact Name_____ Title_____

Address_____

Email_____ Phone _____-_____-_____

EXPLANATION FOR SINGLE/SOLE SOURCE

This request is for (select one): ❑ Sole Source Procurement or ❑ Single Source Procurement

Select **one or more** of the following statements (check the box) to support why the request should be approved as a single or sole source purchase. **ANY** selection requires explanation in the additional space provided.

❑ 1. Items sold through this vendor only; no other comparable vendor available.

❑ 2. The requested product or service has unique specifications that are essential to a particular instructional protocol or teaching needs and are not available in comparable products.

❑ 3. The requested product is an integral part or essential in maintaining instructional continuity or essential to the established product type or piece of equipment, to include school based technology equipment.

❑ 4. Service(s) provided by the vendor are unique and therefore competitive bids are not applicable as clearly detailed below.

❑ 5. Other reason.

Explanation is required for ANY selected statement. Information provided might include research performed or subject matter expertise detailed to justify the use of this particular vendor. This must clearly indicate why the proposed vendor is the ONLY vendor that will meet your requirements. (Please attach documents if additional space is required)

SECTION B: ESTABLISHMENT OF THE REASONABLENESS OF THE PRICE

Information to be provided below can be obtained through basic a request for quotes or an internet search. Requests of the vendor to provide demonstrations or presentations to establish this support is not appropriate.

Select one or more of the following statements (check the box) to indicate why you feel the accepted informal non-competitive price was fair and reasonable. ANY selection requires explanation in the additional space provided.

❑ The quoted prices compare favorably to market prices, or to previous prices obtained and found to be fair and reasonable, which were paid for the same or similar items on:

Date ____/____/_____ Contract No._____

❑ The vendor has certified that the prices offered are equal to or lower than those offered to any public/government agency or private institution for both like items/services and quantities. (Includes published educational discounts) or cooperative purchasing.

❑ Independent sources indicate that this price is reasonable (i.e. Public Contracts, etc.)

❑ Other reason.

Explanation for section (B) is required for ANY selected statement. Information provided might include a catalog price page, pricing for similar products or other price comparison information gathered to justify price reasonableness.

***Please attach any additional justification information that would support the above explanations.**

I certify that to the best of my knowledge I have researched and found that the above reasons and explanations justify this contract request as a single/sole source procurement, and that price reasonableness is adequately confirmed. I am the individual who has gathered and provided this detailed information and any further questions regarding these details can be directed to my attention.

Requestor's Signature_____ Date ____/____/_____

REQUESTING DIVISION/DEPARTMENT APPROVAL

DIRECTOR/SUPERVISOR

Print Name: _____ Signature:_____ Date ____/____/_____

ASSOCIATE SUPERINTENDENT OR DEPUTY CHIEF (IF APPLICABLE)

Print Name: _____Signature:_____ Date ____/____/_____

DIVISION CHIEF

Print Name: _____Signature:_____ Date ____/____/_____

DEPARTMENT OF PROCUREMENT DETERMINATION

_____ Justification appears to meet the criteria for single source procurement

_____ Justification appears to meet the criteria for sole source procurement

_____ Justification does not appear to meet the criteria for single or sole source procurement

Explanation

Print Name _____ Signature_____Date ____/____/_____

Total Amount $_____

CHIEF FINANCIAL OFFICER APPROVAL

Print Name _____ Signature_____Date ____/____/_____

Comments

Submission Instructions: After requesting division/department approvals are obtained, requester must submit this form with completed MCPS Form 203-6, *Contract/Solicitation Intake Form*, and any additional supporting documentation, to the Department of Procurement at ContractSolicitationRequest@mcpsmd.org. After a determination is made by the Procurement Official this form and supporting documentation will be provided to the Division of Financial Management for approval by the Chief Financial Officer. The Department of Procurement will then return this completed form to the requester and advise on next steps.