

## SOLE SOURCE PURCHASE JUSTIFICATION FORM

**Date:**

**Department:**

**Policy:** Sole Source purchases are exempted from bidding requirements as stated in Section 252 of the Local Government Code. State law clarifies sole source as follows:

1. items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
2. films, manuscripts, or books;
3. gas, water, and other utility services;
4. captive replacement parts or components for equipment;
5. books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials;

**Service/Commodity to be Purchased:**

**Identify the need and planned use for the commodity/service.**

**What is unique about this commodity/service? Why is this necessary to meet your department's goals?**

**Are there competing products? If there are why will they not work? Please be very specific and identify all research into the subject. *Please note if there are competing products there must be a very clear reason why they will not work to justify sole source.***

**Department Director**

**Purchasing Manager**

**Official Use Only:**

**Market Research Date:**

**Re-Evaluation Date:**

**PO No.(s):**