

SOUTH WHIDBEY SCHOOL DISTRICT

5520 Maxwellton Road

Langley, WA 98260

Sole Source Justification - Products/Warranty Service

*Sole source procurements are defined by law as clearly and legitimately limited to a single supplier or as an effect of a special market condition. The District may declare sole source only when satisfactory information and documentation is in place. A decision to negotiate a sole source must be clearly and convincingly established below. This form must be attached to the **Competitive Bidding Exemptions** Form. No purchase order will be issued until this documentation is received by the business office.*

Requestor						Dept.	
Requested Provider						Contract \$	

1. Please describe the item and it's function:

2. Check the reason(s) for the sole source request - attach supporting documentation - be sure to include contact information on other brands/manufacturers/vendors which were examined and explanation on why they were not suitable.

- Sole provider of a licensed or patented good, service or factory-authorized warranty service. *(Provide a letter from the manufacturer indicating the vendor is a sole provider.)*
- Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services. *(Indicate what market research was performed and whether or not it is likely that award to any other source would result in substantial duplication cost to the district that would not be recovered through competition.*
- Sole provider of goods and services for which the District has established a standard. *(How was the decision reached and what written documentation exists to substantiate the standard.)*
- Sole provider of goods and services that will meet the specialized needs of the District or perform an intended function. *(Indicate the necessary features this vendor provides which are not available from other vendors, be specific.)*
- The vendor/distributor is a holder of a used item that would represent good value and is advantageous to the District. *(Provide documentation to substantiate price and advantages.)*
- Time is of the essence and only one known source can meet the needs within the required timeframe. *(Provide documentation on the timeline and research done to ensure this is the only source.)*

Requestor Signature		Date	
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