JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT

SOLE SOURCE CHECKLIST

Yes  No  A) Is the item needed due to compatibility with equipment, accessories, or replacement parts?
Yes  No  B) Is the item one of a kind or unique and only available from a single source?
Yes  No  C) Has the market been researched with the results confirming the criteria for a sole source?
Yes  No  D) Has the market been tested recently on the applicability of a sole source? If so, when? ____________

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 11-35-1560 of the South Carolina Procurement Code and 19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

This Board proposes to procure ____________________________________________

(1)

as a sole source procurement from ________________________________________

(2)

Explain any answer noted as YES on the checklist and provide additional information, either below or with an attachment, on the proposed sole source procurement.

(3)

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DATE          GOVERNMENTAL BODY          AUTHORIZED SIGNATURE          TITLE

NOTES:  (1) Enter description of goods or services to be procured.
        (2) Enter name of sole source contractor.
        (3) Enter the determination and basis for sole source procurement.

The Drug-free Work Place certification must be obtained for sole source procurements greater than $50,000.

The effective date of the contract/order must be after the effective date of the proposed justification and the justification must be approved by a person with delegated procurement authority.

ADDITIONAL RESOURCES

Materials Management Office-State Procurement Office
Chief Information Office
Office of the State Engineer

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