

FCSS PURCHASING DEPARTMENT

Sole/Single Source Justification Form

(For items not on Bid/RFP/Quote and total expenditure of \$5000 or more)

Department/School: _____ Date: _____

Your Name: _____ Your Phone: _____

Vendor: _____ Estimated Dollar Amount: _____



Describe the product(s) / service:

The following 3 points must be addressed (if you have a sole source letter from the vendor, please include with your request to expedite processing):

1.Explain why this product or service best meets your needs.

2.Explain why this vendor is the only practical available source from which to obtain this product or service.

3.Describe the efforts that were made to negotiate the best price, delivery, warranty and payment terms for FCSS.

<i>To be completed by FCSS Purchasing Only</i>	
Approved	FCSS Purchasing Department has determined that the goods/services outlined on this form are of sole/single source in nature. Please add this number “ _____ ” to your P.O. in the “Vendor Sourcing Notes” field. _____ Signature  _____ Date
Denied	FCSS Purchasing Department has determined that the goods/services outlined on this form are not sole/single source in nature: Rationale: _____ Signature  _____ Date

FCSS PURCHASING DEPARTMENT

Sole/Single Source Justification Form

(For items not on Bid/RFP/Quote and total expenditure of \$5000 or more)

A Sole/Single Source Justification should be submitted to Purchasing for Approval PRIOR to submitting a purchase order or contract.

INSTRUCTIONS FOR COMPLETING SOLE SOURCE JUSTIFICATION LETTER

- 1. Reminder:**
Sole Source is to be used for a product/service that is only available from one specific vendor. Please consult FCSS Purchasing Procedures for more details.
- 2.** This form must be completed BEFORE you make purchase.
- 3.** Complete the form in its entirety.
- 4.** Address each of the 3 points.
 1. *Explain why this is the product or service that best meets your needs. Example: Must purchase "Carrier Brand" parts to match existing equipment.*
 2. *Explain why this vendor is the only practical available source from which to obtain this product. Example: This vendor is the only authorized "Carrier" commercial parts dealer in Georgia.*
 3. *Describe the efforts that were made to negotiate the best price, delivery, warranty and payment terms for the Forsyth County School System. Example: Despite price increases over the last two years the vendor has agreed to provide the new parts for the same price as the originals.*
- 5.** Submit the form to the Purchasing Department via email, fax or county mail.
- 6.** Purchasing will return the form back to you with approval or denial. To expedite the approval process, please include a Sole Source letter from vendor. Please allow 2-3 business days for processing.
- 7.** If approved, enter the sole source number on your purchase order or contract.