



# Auburn School District

915 4<sup>th</sup> St N.E., Auburn, WA 98002

## Sole Source Justification

Sole source purchases are defined as clearly and legitimately limited to a single supplier per RCW 39.04.280. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operation compatibility with existing equipment and related parts or upon a clearly unique and cost-effective feature requirement. The use of sole source purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs.

Requestor: \_\_\_\_\_

Department/Location: \_\_\_\_\_

Requested Supplier: \_\_\_\_\_

1. Please describe the item and its function:

2. This is a sole source because

- ☐ Sole provider of a licensed or patented good or service
- ☐ Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- ☐ Sole provider of goods and services for which the District has established a standard
- ☐ Sole provider of a factory-authorized warranty service
- ☐ Sole provider of goods or services that will meet the specialized needs of the District or perform an intended function (describe below or in an attachment)
- ☐ The vendor/distributor is a holder of a used item that would represent good value and is advantageous to the District (please attach information on market price survey, availability, etc).

3. What necessary features does this vendor provide which are not available from other vendors? Please be specific.

4. What steps were taken to verify that these features are not available elsewhere?

- ☐ Other brands/manufacturers were examined (please list phone numbers and names and explain why these were not suitable).
- ☐ Other vendors were contacted (please list phone numbers and names and explain why these were not suitable).

To the best of my knowledge the information above is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit this form to the Purchasing Department (*Requestor: Do not write in this box*)

☐ Approved/Date \_\_\_\_\_ ☐ Denied/Date \_\_\_\_\_