

SINGLE SOURCE JUSTIFICATION

Purpose

Single source justification provides evidence that a competitive procurement is impractical. Staff must request approval for the single source procurement of equipment, construction, supplies or services when a purchase will exceed \$5,000.00. All purchases over \$50,000.00 require Board of Education approval. This completed form will be provided to the Board for approval of your request. This form is not to be utilized to circumvent normal purchasing procedures. Approval is **not** needed when utilizing approved contracts (i.e. HCPSS, County, State, etc.).

Guidelines

Per Board of Education Policy #4050, the awarding of a single source contract shall comply with the following conditions:

1. A procurement of goods and/or services entered in which two or more vendors can supply the commodity, technology and/or perform the services required, but one vendor is chosen over the others because of past and demonstrated experience and/or uniqueness of the services or goods provided.

Acceptance of this request will be at the discretion of the Director of Purchasing.

Statement

I am aware that Board of Education of Howard County and State of Maryland regulations require competitive procurements whenever practicable. I am requesting a single source procurement based on the criteria stated below. These statements are complete and accurate based on my professional judgment and investigations. I also certify that no personal advantage, gain or privilege has (or will) accrue to my immediate family or myself through the purchase from this company, nor is a family member employed by, or is an officer of this company.

Account Manager: _____ Account Manager Signature: _____

Date: _____ Phone: _____

Name of Company: _____ Amount/value: _____

Briefly describe the equipment, construction, supplies or services requested, and its purpose or use:

What are the consequences or risks of not securing this equipment, construction, supplies or services from this company?

Please provide information that supports your specific requirements necessitating a single source purchase (provide additional pages if needed):

Purchasing Approval	
<input type="checkbox"/> Approved	Director of Purchasing Signature: _____
<input type="checkbox"/> Not Approved	Date: _____