**Sole Source Procurement Policy**

Revised 7/22/2011

***Sole Source*** is a *non-competitive* purchase or procurement process accomplished after soliciting and negotiating with *only one source*, resulting from the determination that there is only one known capable supplier or source for the required commodity, service or construction item.

As sole source justification is a limitation to full and open competition, careful consideration and review must be given to its use and shall be thoroughly documented. The burden of proof to justify sole source procurement falls upon the requester and must be approved by the respective Department Head. Additionally, if the purchase is greater than ***$10,000***, it must also be approved by the Purchasing Agent. In both cases, the requester ***must complete the Sole Source Justification Form*** to demonstrate, via market research, how it was determined that there was only one source for their request.

Written justifications for adopting sole source procurement are:

* ***uniqueness***, i.e. the item is *only available* from one single responsible supplier capable of satisfying the requirements set forth by the statement of work or specifications and there are no other comparable products/services available; or
* ***legitimacy***, i.e. *specific contexts, such as supplier or market conditions,* may allow such non-competition of sources (such as a public utility); or
* ***compatibility***, i.e. the compatibility of an item, replacement parts, accessories, methodology or training is of paramount consideration; or
* ***compliance,*** required by the terms of a grant or a contract

***Sole sourcing is not appropriately justified and justifiable when used as a method of selecting a preferred vendor, invoking price, partiality or any other bias.***

In cases of reasonable doubt, full and open competition should be solicited.



**City of Hartford**

**Sole Source Justification Form**

***(Please refer to Sole Source Procurement Policy for further Explanation)***

Date: Click here to enter a date.

Requestor: Click here to enter text. Department: Click here to enter text.

Sole Source Vendor: Click here to enter text. Amount of Request: Click here to enter text.

**Part I – Detailed Explanation of Product or Services**

Click here to enter text.

**Part II – Sole Source Justification Criteria**

*Please select the most appropriate justification from the drop-down list that best describes your criteria:*

**Select Justification**

**Part III – Business Rationale**

*Be specific in answering all questions and attach additional pages if necessary*.

1. Why is the requested vendor the only one that can satisfy the requirements and what are the unique properties that are unavailable with any other vendor? Give specific characteristics, compatibilities, capabilities and requirements.

Click here to enter text.

1. What alternative sources were reviewed & evaluated to support this claim? Please summarize findings.

Click here to enter text.

1. Will this purchase obligate the City for future purchases, such as maintenance? If yes, please describe.

Click here to enter text.

1. What efforts were made to get the best possible price and why is it considered to be fair and reasonable?

Click here to enter text.

1. Any other information that supports the need for the sole source request.

Click here to enter text.

**Part IV – Approvals** *(Purchasing Agent approval required if amount greater than $10,000)*

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Department Head Date Purchasing Agent Date