**Flathead Valley Community College**

Sole Source Procurement Justification Form for Items Greater than $5,000

Conditions that would necessitate a sole source procurement are: (1) the compatibility of current services or equipment, accessories, or replacement parts, (2) there is no existing equivalent product, or (3) only one source is acceptable or suitable for the supply or service item.

Departments must submit a copy of the Sole Source Justification to the Business Office before making the purchase. The Business Office will determine whether to approve or disapprove of sole-source procurement.

**Department Name:**

**Product or Service:**

**Name of Sole Source Supplier or Vendor:**

**Estimated Total Value of Product or Service:**

1. **Describe the requested product/service and why the specific product is the only one that can satisfy your requirements.**
2. **Explain why this vendor is the only suggested vendor to fulfill this requirement.**
3. **Explain why no alternative vendors and products/services are acceptable in meeting the department’s essential minimum performance requirements.**

Business Office Approval: Date: