MARYLAND STATE DEPARTMENT OF EDUCATION
SOLE SOURCE WRITTEN JUSTIFICATION

CONTRACT INFORMATION

Contract Title Number:

Type of Contract:

Duration:

Contractor's Name:

Street Address:

City/State/Zip Code:

Contract Amount:

SOLE SOURCE PROCUREMENT JUSTIFICATION (COMAR 21.05.05)

1. **Why was sole source chosen as the procurement method rather than competitive sealed bidding?**

2. **Why is no other vendor or contractor suitable or acceptable as a source for this procurement?**

3. **Other remarks:**

SOLE SOURCE REQUIREMENTS

Sole source procurement is not permissible unless a requirement is available from only a single vendor. The following are some examples of circumstances which could necessitate sole source procurement:

1. **When only one source exists which meets the requirements;**
2. **When the compatibility of equipment, accessories or replacement parts is the paramount consideration;**
3. **When a sole vendor's item is needed for trial use or testing;**
4. **When a sole vendor's item is to be procured for resale;**
5. **When certain public utility services are to be procured and one source exists.**

(In cases of reasonable doubt, competition should be solicited.)

SIGNATURES

Sole Source Alternative: ☐ **Oral Contracts** ☐ **Bid Board** ☐ **Other:** _____

Sole Source Initiated by: _____ _____
Office Head/Initiating Official **Date**

Determined by: _____ _____
Division Head/Office Head **Date**

Authorized by: _____ _____
Procurement Officer **Date**

Approved by: _____ _____
Business Services **Date**