## Northampton County Schools P.O.Box 158, Jackson, NC 27845

Phone: (252) 534-1371 Fax: (252) 534-1371

## SOLE SOURCE JUSTIFICATION FORM

## Must be completed for all non-competitive purchases\* costing \$5,000.00 or more

VENDOR:	DATE:		
	SCHOOL/DEPARTMENT:		
	REQUESTER:		
	P. O. NUMBER:		
Describe the item(s) and its funct	ion:		
CECTION I Charlette and the		or and the Continuity of the D	
SECTION 1: Check the appropria	te box below and provide documentation (or o	complete Section II, as required)	
Proprietary:	Item under patent, license, copyridocumentation)	ght, or proprietary design. (attach	
Replacement Parts:	The procurement is for replacement parts or components in support of equipment designed by the manufacturer; items that are compatible with existing equipment, inventory, systems, programs or services and not available from <u>any</u> other source.		
Warranty Services:	Sole provider of factory-authorized warranty service. Use of alternate service provider will void existing warranty. (attach documentation)		
Used Equipment:	The vendor is a holder of a used item that would represent good value and is advantageous to Northampton County Schools (attach information showing market price survey, availability, etc.)		
Emergency Requirement:	Requirements must be met at once. An explanation of urgency, including a description of why procurement is critical and why only the proposed vendor can meet it. A lack of advance planning is not acceptable (Complete Section II.)		
Exclusive Capability:	Only one supplier qualified. No other pote Section II.)	ential suppliers known. (Complete	

stification for sole source procurement. Explain wompletely explained and documented. It is import		
ECTION III: What steps were taken to verify that	the item(s) are not a	available elsewhere?
Other brands/manufacturers were examined (a	ttach documentatio	n and explain why these were not suitable)
Other vendors were contacted (attach contact	information and exp	lain why these were not suitable)
Other (please explain)		
AUTHORIZATION AND APPROVALS:		
Department's recommendation for sole sour required and appears to be in the best interest interest on my part or personal involvement ir actions have taken place. Nor has my personal firms been a deciding influence on my request other supplier(s) exist.	t of Northampton Con any way with this I familiarity with par	ounty Schools. I am not aware of any conflict request. No gratuities, favors, or compromisi ticular brands, types of equipment, materials
Signature of Requestor	Date	
Signature of Department Head or Designee	Date	
Approval by Purchasing/Finance	 Date	

<sup>&</sup>quot;purchases" refers to an individual item or a group of items having an aggregate value of \$2,500 or more.