

SOLE SOURCE REQUEST QUESTIONNAIRE

It is the policy of the County to solicit the maximum number of bids/proposals for a commodity or service from the largest relevant market and to select vendors on a competitive basis.

There are certain acquisitions, which, when in the best interest of the County can only be obtained from a sole source. Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

NOTE: Please refer to Procedure P-3700 of the ISD Purchasing Policies and Procedures Manual.

DOCUMENTATION FOR SOLE SOURCE JUSTIFICATION MUST INCLUDE RESPONSES TO THE FOLLOWING QUESTIONS:

1. What is being requested?
2. Why is the product needed – how will it be used?
3. Is this “brand” of product the only one that meets the user’s requirements? If yes, what is unique about the product?
4. Have other products/vendors been considered? If yes, which products/vendors have been considered and how did they fail to meet the user’s requirements?
5. Will purchase of this product avoid other costs (e.g., data conversion, etc.) or will it incur additional costs (e.g., training, conversion, etc.)?
6. Is the product proprietary or is it available from various dealers? Have you verified this?
7. Reasonableness of Price: Does the County obtain a percentage discount or special discount not available to the private sector?
8. What is the dollar value of existing equipment and the Purchase Order No. for the existing equipment?