

**Sole Source Website Posting Justification Form**

Requisition #: IT-1

Date: 7/18/2013

SS#: FY1314 001

Department: IT

This form must be completed by the requesting department along with the sole source justification form and the campaign disclosure form.

A sole source procurement is authorized when there is only one source practicably available for the goods or services required. The following data must be submitted when a department is requesting a sole source purchase:

Departmental Responsibilities:

1. Vendor Being Requested for Purchase:

**Spatial Data Research**

2. Nature of Purchase:

**Maintenance and software support**

3. Amount of Purchase:

**\$1,990**

4. What will it be used for:

**Working in conjunction with ARCGIS**

5. Quantity Being Requested:

**1-Addressit Basic Maintenance 1<sup>st</sup> License**  
**2-Addressit Basic Maintenance Additional Licenses**

This information will be posted on the San Miguel County website for 30 days. If no responses are received we will proceed with original requisition.

Recommendation:

Approved:

\_\_\_\_\_/s/\_\_\_\_\_  
 Elected Official/Department Supervisor Date

\_\_\_\_\_/s/\_\_\_\_\_  
 Finance Department Date

Approved:

\_\_\_\_\_/s/\_\_\_\_\_  
 County Manager's Approval (\$5,000.00) Date

**FINANCE USE ONLY**

<b>Posting Begin Date</b>	7/19/2013
<b>Posting End Date:</b>	8/18/2013