

Sole Source Website Posting Justification Form

Requisition #: IT-009

Date: 7/24/2015

SS#: FY1516-002

Department: Information Technology

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:

SHI

2. Nature of Purchase:

Add on licenses to current Enterprise Agreement

3. Amount of Purchase:

\$12,399

4. What will it be used for:

Need 25 additional licences to cover the additional computers and laptops purchased last year. This is considered a sole source due to the fact that the stipulations of the Enterprise Agreements states that the original vendor is the only one allowed to make additions to the agreement.

5. Quantity Being Requested:

25

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/_____/ 7/24/2015
Elected Official/Department Supervisor Date

_____/s/_____/ 7/27/15
Finance Department Date

Approved:

_____/ 7/27/2015
County Manager's Approval (\$5,000.00) Date

FINANCE USE ONLY

Posting Begin Date:	7/27/2015
Posting End Date:	8/25/2015