

Sole Source Website Posting Justification Form

Requisition #: SO-

Date: 10/14/2015

SS#: FY1516-003

Department: Sheriff's Office

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:

Mike Waring

2. Nature of Purchase:

Obtain professional services from vendor to participate in the Defense Logistics Agency 1033 Purchases

3. Amount of Purchase:

\$12,000

4. What will it be used for:

Register Office with Defense Logistics Agency; Set up of Account Management and Provision; Set up Reutilization, Transfer and Donation; Set up Federal Excess Property Management Information System, Register screeners in RTD web; Create agency main file; Create equipment files; Create database to track equipment; Ensure compliance with DLA and State of NM; Monitor DLA 1033 RTD web; Procure equipment requested of Sheriff; Track Equipment; Document equipment according to DLA standards; prepare and Submit Quarterly Reports to Military Chief Executive officer; 24/7 technical service; onsite visits and performance compliance review preparation

5. Quantity Being Requested:

NA. Services up to \$12,000

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:

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

FINANCE USE ONLY

Posting Begin Date:	10/16/2015
Posting End Date:	11/16/2015