

**Sole Source Website Posting Justification Form**

Date: 4/5/2017 Department: ASSESSOR'S Requisition #: REQ1701218 SS#: FY1617-005

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:

**Apex Software**

2. Nature of Purchase:

**Maintenance Renewal and Software Support**

3. Amount of Purchase:

**\$940.00**

4. What will it be used for:

**It is being used by the Appraisal Department in sketching of buildings for valuation.**

5. Quantity Being Requested:

**4-License Maintenance Renewal @ \$235.00 each**

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      4/5/2017  
Date

\_\_\_\_\_/s/\_\_\_\_\_  
Finance Department      4/7/2017  
Date

Approved:

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

**FINANCE USE ONLY**

<b>Posting Begin Date:</b>	4/12/2017
<b>Posting End Date:</b>	5/12/2017