



Sole Source Intent to Award Justification

Request Information	
Date of Request:	(mm-dd-yy)
Entity Information	
State Entity Name:	
State Entity Code (5-Digit Code):	
Procurement Officer (APO / CUPO):	
APO / CUPO e-Mail Address:	Telephone: - -
Request Submitted By	
Name:	
Title:	
e-Mail Address:	
Telephone: - -	
Request Details	
<p>Sole Source – A purchasing situation in which a procurement is available from only one source. The announcement must be posted to the GPR for a minimum of five (5) business days.</p> <p>Identify efforts made to locate other possible sources.</p>	
Supplier / Source Name:	Telephone:
Supplier / Source Contact:	- -
<p>Scope of Work</p> <p>Provide description of commodities/services to be provided.</p>	

For Commodities, Complete the Following:

<p>Provide an explanation why only a particular style, model, type or manufacturer is required (i.e. why the commodity is the only commodity which will meet the state entity needs).</p>
<p>Letter from Original Equipment Manufacturer (required): <input type="checkbox"/> Attached</p>
<p>Exclusive Capability</p> <p>Provide a detailed description of proposed source's unique capabilities and/or personnel to perform the work and why this is the only source.</p>
Note
<p>State entities' DPA for Sole Sources is "unlimited" unless otherwise directed by the State Purchasing Division Assistant Commissioner (SPDAC).</p>