



Town of Tisbury

SOLE SOURCE PROCUREMENT REQUEST FORM

Sole source procurements of commodities and services are determined to only be available from a single source and cannot be competitively bid. Pursuant to law, sole source requests will not be processed without proper justification and compliance with the statutes, rules, and policy.

Instructions: This form is used for orders of items or services exceeding \$10,000.00 and only available through one supplier. Complete all fields below, provide appropriate description/justification where applicable (i.e. who, what, when, where, why), along with additional confirmation statement from supplier concerning sole source stance, and attach to your requisition for approval.

SUPPLIER:

Supplier Name	
Mailing Address	
City, State & Zip	

ITEM (S) REQUESTED:

Product Description	
Quantity	
Unit Price	

JUSTIFICATION

Brand name preferences, aesthetic design specifications, or price are not sufficient justification for sole source procurements.

1) Item or service is manufactured and/or sold by this supplier only: ___ Yes ___ No

2) Item and/or service needed due to compatibility of existing circumstance: ___ Yes ___ No

If Yes, select the existing compatibility item below:

Accessories ___ Yes ___ No

Equipment ___ Yes ___ No

Replacement Parts ___ Yes ___ No

Technical/Networking Environment ___ Yes ___ No

3) Why is this service or commodity needed?

4) What method(s) were used to determine that a lack of responsible competition exists for this service or commodity?

5) How was it determined that this service or commodity can only be provided by one source?

6) Can requirements be modified so that the services or commodity may be competitively bid? If not, why?

7) Are there patent, copyright or proprietary rights which make the required service or commodity unavailable from other sources.

Person Submitting Form, Date