

SPOKANE COUNTY SOLE SOURCE PROCUREMENT DECLARATION REQUEST

Pursuant to County code 1.04.120, the following Two conditions must **both** apply to your request for a sole source:

- This purchase is available from only one source, and there are no alternates; and
- This purchase has product differentiation that makes it unique in some respect from all other products. The uniqueness or unique feature must be of demonstrably real importance and benefit in the way the end item is to be used.

Transaction type will be: Purchase Lease-Purchase Lease Rental Will this be part of a warranty claim? Yes No

This Transaction: Is a one-time occurrence Will there be repeated future buys? (may require BoCC approval)

Estimated Total Cost, including tax and freight: _____ Is this amount budgeted for this year? Yes No

Funding Source: Fund: _____ DeptID: _____ eAccount: _____ Account: _____

Service Work - Start Date of Project: _____ Completion Date of Project: _____

Goods must be delivered no later than: _____ To this location: _____

The requesting agency must attach a memorandum of support for this request on department letterhead. The memorandum of support must address each of the following points. Number your responses to correspond to the numbering below:

- I. Explain why the requested product or service is the only product or service that can satisfy the requirements of the requesting department & explain why there are no alternates or why alternates are unacceptable. Be specific concerning specifications, features, characteristics, requirements, capabilities, compatibility and performance.
- II. Explain why the requested good, service provider, supplier or manufacturer is the only practicably available source from which to obtain this product or service and describe the efforts that were made to verify and confirm whether, or not, this is so. (Obtain & include a letter from the manufacturer confirming, claims made by distributors of exclusive distributorships for the product or service, if, that is cited as a reason for this Sole Source.)
- III. Explain the consequence(s) to the County or Public, including an estimate of the impact (financial or otherwise), if this Sole Source is not declared.
- IV. Explain why the price for this product or service is considered to be reasonable.
- V. Explain the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayer's dollars.

I hereby request that a sole source, as defined by RCW and/or County Code, be declared for procurement of the aforementioned statement of work, material, equipment, supply or service. I further attest that the statements contained herein ad in the memorandum of support are truthful and accurate.

_____ Signature
 Print Name of Department Head

_____ Date
 Department Name Phone Number

The Purchasing Department will have this section completed and signed by the Prosecuting Attorney's Office, Civil Division

The situation as stated on this form (please check all that apply):

- Does** constitute a Sole Source Procurement
- Does not** constitute a Sole Source Procurement
- Insufficient information for the Prosecutor's Office to form an opinion:

_____ Date
 Print name of Prosecuting Attorney, Civil Division Signature