



SOLE SOURCE PROCUREMENT DECLARATION REQUEST



Instructions to complete and route this form: This form cannot yet be completed electronically and, only signed forms will be accepted and processed; Emailed copies of this form without actual signatures will not be accepted. This form is required, and is designed to aid you, in documenting your Sole Source request. Complete all portions of this form and prepare all necessary attachments including: 1) Memorandum of support on your agency letterhead addressing items I through V, below; and, 2) Either (a) enter an authorized Requisition; or, (b) include a completed and signed Project Request Sheet. If the estimated value is \$10,000 or greater (including tax), then it is advisable that you meet with and brief the BCC before submitting your request to Purchasing. The Purchasing Agent only has authority to declare a Sole Source up to a value of \$10,000 (including tax). For values exceeding \$10,000 (including tax), a Sole Source must be formally declared by the Board of Commissioners through an approved Resolution.

Pursuant to County Code 1.04.120, the following two conditions must both apply to your request in order for a Sole Source procurement to be declared. This purchase is clearly and legitimately limited to a Single or Sole Source because the good or service (indicate both apply by initialing in each space):

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

Describe the Statement of Work, the good or service to be purchased below: (DO NOT ONLY WRITE "See Attached"; be specific & attach sheets if necessary.)

- A) Transaction Type will be a (check one): Purchase; Lease-Purchase; Lease; Rental. B) Is this request part of a warranty claim?: Yes; No
- C) This transaction (check one): Is a one-time occurrence; Will have repeated future buys (subject to future BCC approval); Is a reoccurrence.
- D) Anticipated number of reoccurring transactions and estimated total expenditures (specify quantity and dollars): _____ \$ _____
- E) Est. Total Cost (incl. Taxes) this occurrence \$ _____ Fund Source: Fund _____ Agency/Org _____ Sub-Class _____
- F) Is this amount budgeted for this year? Yes; No (If not budgeted for this year, describe below how & from where the funds will be obtained?)

- G) Due Dates (Check all that apply): Service/Work must begin by: _____ & be completed by: _____
Date Date
- Goods must be delivered by: _____ to _____
Date location

The requesting agency must attach a memorandum of support for this request on their agency letterhead. The memorandum of support must address each of the following points. Number your responses in your memorandum as indicated 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, _____, on this _____ day of _____, _____, hereby,
(print name of Department Head/Elected Official making request)

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, under penalty of perjury, that: a) I have budgetary authority for the Spokane County department specified herein; and, b) the specifications and requirements prompting this procurement request comply with both of the requirements specified in County Code 1.04.120 for declaring a Sole Source; and, c) the statements contained herein, and in the memorandum of support, attached hereto and incorporated by reference, are truthful and accurate.

NOTE: This form does not declare a Sole Source. It only documents a Department's request that a Sole Source be declared.

(Print name of requesting Department Head/Elected Official)

X _____
Signature Date

Department Name Phone Number/Extension

THIS SECTION TO BE COMPLETED AND SIGNED BY 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 an Sole Source Procurement.
- insufficient information for the Prosecutor's Office to form an opinion. (Please state in what way the information is insufficient.)

(Print name of Prosecuting Attorney, Civil Division)

X _____
Signature Date