



PURCHASING
SOLE SOURCE JUSTIFICATION
Purchases Above \$5,000

<p>A sole source is defined as: A purchase that is clearly and legitimately limited to a single source or supply.</p> <p>A. If there is a way to draft the specifications so that more than one respondent will reply, it is not a sole source.</p> <p>B. The use of sole source purchases shall be limited only to specific instances which are totally justified to satisfy compatibility or technical performance needs.</p> <p>All sole source purchases shall follow the City of Everett Purchasing Guidelines Section 9.2.</p>	
<p>I REQUEST THAT THE REFERENCED PURCHASE BE DECLARED A SOLE SOURCE PURCHASE.</p>	
<p>Proposed supplier name and address:</p>	<p>Estimated cost of goods or services: \$</p>
<p>Purchase Requisition #:</p>	<p>Cayenta Supplier # Or attach Supplier's W-9 Form</p>
<p>This is a sole source purchase because (Check all that apply):</p> <p><input type="checkbox"/> Licensed or patented – supplier has a license or patent that makes them the sole provider.</p> <p><input type="checkbox"/> One-of-a-kind – there is no competitive alternatives available on the market.</p> <p><input type="checkbox"/> Sole Distributor – Supplier is the sole distributor for the region or municipality</p> <p><input type="checkbox"/> Compatibility – must match existing brand or equipment for compatibility.</p> <p><input type="checkbox"/> Replacement part – for a specific brand or existing equipment.</p> <p><input type="checkbox"/> Warranty – sole provider of factory authorized warranty service.</p> <p><input type="checkbox"/> Unique design – must meet physical design or quality standards.</p> <p><input type="checkbox"/> Public Utility Services – Necessary adjustment of utility facilities</p> <p><input type="checkbox"/> Other - _____</p> <ul style="list-style-type: none"> • If the justification for sole source is "Standardization" then additional supporting documentation must be provided. See Brand Name or Standardization Justification Form. • Procurements of items which the City has established a standard of designating a brand name or manufacturer or by pre-approving via testing shall be competitively bid if there is more than one supplier for the item. 	
<p>Describe the proposed goods or services.</p>	
<p>What are the specific <u>necessary</u> features that this supplier provides that are not available from other suppliers?</p>	
<p>Discuss how similar goods or services are <u>unable</u> to meet the required objective.</p>	
<p>Describe your efforts to identify other potential sources.</p>	
<p>List any other facts supporting the use of a non-competitive process.</p>	

Is this a one-time procurement? <input type="checkbox"/> No* <input type="checkbox"/> Yes	*If an on-going sole source procurement is <u>required</u>, include or attach an estimate that shows total annualized expenditure for each year.
PRICE REASONABLENESS (Check all that apply and attach back-up documentation)	
<p>I determined that the price is fair and reasonable because:</p> <input type="checkbox"/> I compared the proposed price to prices I previously paid for the same or similar goods and/or services. See PO # _____ . Specify price: _____	
<input type="checkbox"/> I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments and the proposed price is similar or less. Attach relevant documentation.	
<input type="checkbox"/> I compared the proposed price to rough yardsticks, such as dollars per pound, per horsepower, or other units of measure and did not discover significant inconsistencies that warrant additional pricing inquiry.	
<input type="checkbox"/> Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.	
<input type="checkbox"/> The price is set by law or regulations.	
<input type="checkbox"/> Market research reveals that same or similar goods or services are available for a similar price.	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Back-up documentation is attached.	
<u>Explanation of above-checked justification:</u> 	
STATEMENT OF NEED AND CERTIFICATION:	
<p>My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City of Everett. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.</p> <p>I hereby certify that this justification for sole source procurement is accurate and complete to the best of my knowledge and belief.</p>	
<hr/>	
Signature (Requestor)	Date
Printed Name:	Title:
DEPARTMENT DIRECTOR	
<p>Based upon the above, I authorize the sole source acquisition of the goods or services specified.</p>	
<hr/>	
Signature	Date
Printed Name: _____	
INFORMATION TECHNOLOGY – For any technology purchases including software	
<p>Based upon the above, I authorize the sole source acquisition of the goods or services specified.</p>	
<hr/>	
Signature	Date
PURCHASING MANAGER	
<p>Based upon the above, I authorize the sole source acquisition of the goods or services specified.</p>	
<hr/>	
Signature	Date

Note: If additional space is required, use additional sheets of paper and submit with this completed form.



PURCHASING

BRAND NAME OR STANDARDIZATION JUSTIFICATION Purchases Above \$5,000

<p>A brand name description is defined as: A title, term, symbol, design or any combination used to describe a product by a unique identifier and its producer.</p> <p>Standardization is defined as - The adoption of a single product or group of products to be used by different entities or all parts of one organization. (Nash, Schooner, & O'Brien, 1998)</p> <p>The agency understands that:</p> <ul style="list-style-type: none"> • Use of brand name descriptions and standardization is the least preferred type of specification as it limits competition and potentially equivalent products are not considered for award. • Procurements of items for which the City has established a standard of designating a brand name manufacturer or by pre-approving via testing shall be competitively bid if there is more than one supplier for the item. 	
<p>THE REQUESTER PROVIDES THE FOLLOWING JUSTIFICATION FOR REQUIRING</p> <p><input type="checkbox"/> Brand Name justification</p> <p><input type="checkbox"/> Standardization justification</p>	
<p>What product are you standardizing:</p>	
<p>This brand name or standardization is necessary because (Check all that apply):</p> <p><input type="checkbox"/> Interchangeability</p> <p><input type="checkbox"/> Expertise</p> <p><input type="checkbox"/> Compatibility</p> <p><input type="checkbox"/> Maintenance</p> <p><input type="checkbox"/> Regulation/Law</p> <p><input type="checkbox"/> Uniformity</p> <p><input type="checkbox"/> Prior Functionality Testing</p> <p><input type="checkbox"/> Other - _____</p> <p><input type="checkbox"/> Other - _____</p>	
<p>Describe the reasons above.</p>	
<p>Describe the process that the department used to verify or test that this was the only suitable solution. Attached additional sheets if necessary.</p>	
<p>How was performance effectiveness demonstrated? Include existing conditions, prior history, and equipment longevity or durability.</p>	

<p>If the standardization or brand name is not approved, what is the consequence to the agency? For example, additional costs or expenses that could be incurred.</p>	
<p>What are the associated risks of non-standardization?</p>	
<p>List any additional facts supporting the standardization or brand name justification.</p>	
<p>STATEMENT OF NEED AND CERTIFICATION: My department's recommendation for brand name or standardization is based upon an objective review of the product/service required and appears to be in the best interest of the City of Everett. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence in this request.</p> <p>I hereby certify that this justification is accurate and complete to the best of my knowledge and belief.</p>	
<p>_____</p> <p>Signature (Requestor) Date</p>	
<p>Printed Name: _____</p>	<p>Title: _____</p>
<p>DEPARTMENT DIRECTOR</p>	
<p>Based upon the above, I authorize the brand name or standardization of the goods or services specified.</p> <p>_____</p> <p>Signature Date</p> <p>Printed Name: _____</p>	
<p>PURCHASING MANAGER</p>	
<p>Based upon the above, I authorize the brand name or standardization of the goods or services specified.</p> <p>_____</p> <p>Signature Date</p>	

Note: If additional space is required, use additional sheets of paper and submit with this completed form.