



# Bedford County Purchasing Sole Source Request/Justification Form

The Virginia Public Procurement Act Section 2.2-4303 E of the Code of Virginia states that "Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination." The Department shall conduct appropriate negotiations as to price, delivery, and terms. A record of the sole source procurement shall be maintained listing the contractor's name, the amount, and qualifying circumstances.

This Request/Justification form is required for all non-emergency purchases when competitive selection methods (i.e.: Request For Quotation, Invitation for Bids, or Request for Proposals or multiple quotes) are not practicable, and may be used to provide public notice of the sole source procurement per state reporting requirements. A sole source purchase may be approved for up to a twelve month period, and must be re-justified annually thereafter.

Please complete the following sections and sign where indicated. The form must be submitted to Procurement for approval. Once approved, this notice shall be published on the County's procurement website for 10 days prior to executing the purchase.

NOTE: If there is a clear way to draft the specifications so that more than one respondent can reply, it is not a sole source.

Request Date:			
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### 1. Contact Information

Department/Agency/Office	
Department Contact Person	
Telephone Number	
Email Address	

### 2. Proposed Vendor Contact Information (if available)

Proposed Vendor Name	
Proposed Vendor Contact Person	
Telephone Number	
Email Address	

### 3. This is a sole source purchase because (Check all that apply):

- Compatibility- must match existing brand or equipment for capability
- One-of-a-kind - there is no competitive alternatives available on the market
- Licensed/patented - supplier has a license/patent that makes them the sole provider
- Replacement part - for a specific brand or existing equipment
- Sole Distributor - supplier is the sole distributor for the region or municipality
- Warranty - sole provider of factory authorized warranty service
- Unique design - must meet physical design or quality standards
- Other, Explain:

### 4. Select one of the following:

- This request is for a one time purchase  
This product or service is needed in the future or on a recurring basis

5. What is the cost of the purchase (one-time or annual amount)?

6. Describe the goods or services to be purchased.

7. Explain the specific necessary features that this supplier provides that are not available from other suppliers.

8. Explain how similar goods or services are unable to meet the required objective.

9. Describe your efforts to identify other potential sources.

10. Include other relevant information.

11. List supporting documents and attach quotes, proposals, market analysis, vendor sole source documents, etc.

12. I determined that price is fair and reasonable because (Check all that apply and attach back-up documentation):

Proposed price was compared to prices previously paid for the same or similar goods and/or services. See PO #

Specify price:

Proposed price was compared 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.

Proposed price was compared 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.

Based on knowledge of the market, experience of prior similar proposals, or knowledge imparted by technical experts.

The price is set by law or regulations.

Other, Explain:

DEPARTMENT'S STATEMENT OF NEED AND CERTIFICATION:

The 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 County of Bedford. 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. I hereby certify that this justification for sole source procurement is accurate and complete to the best of my knowledge and belief.

13. Department Approval:

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Authorized Signature  
(Department Head or Designee)

14. Procurement Approval:



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Authorized Signature  
(Procurement Manager or Designee)

15. **County Administrator Approval:**

(Greater than \$30,000, Less than or equal to \$50,000)

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Authorized Signature  
(County Administrator or Deputy County Administrator)

16. Board of Supervisors Approval:

(Greater than \$50,000)

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Resolution #  
(Adopted)