



Justification for Sole Source Purchases or Contracts

Purpose

Sole source justification provides evidence that a competitive procurement is impractical. Staff must request approval for the sole source procurement of equipment, construction, supplies or services when a purchase will exceed \$1,000. All purchases over \$20,000 require City Council approval.

Statement:

I am aware that the City of Crestview requires competitive procurements whenever practicable. I am requesting a sole source procurement based on the criteria stated above. These statements are complete and accurate based on my professional judgment and investigations.

Requestor: _____

Requestor Signature: _____

Department _____

Budget Line: _____

Date: _____

New Vendor: Yes / No

Vendor Name: _____

If yes, will need to complete a W9 and may need to provide insurance information.

Amount/Value: _____

Briefly describe the equipment, construction, supplies or services requested, and its purpose or use:

What are the consequences or risks of not securing this equipment, construction, supplies or services from this company?

Please provide information that supports your specific requirements necessitating a sole source purchase:

Approvals

Department Head: _____

Date: _____

Finance Director: _____

Date: _____

City Manager (over \$7,500): _____

Date: _____

City Council (over \$20,000) _____ Meeting Date: _____