



## SOLE SOURCE / SOLE BRAND JUSTIFICATION FORM

|                               |                        |
|-------------------------------|------------------------|
| REQUISITION NO.:              | DATE: 08/21/2014       |
| REQUESTOR NAME: Eric Pederson | TEL. & FAX #: 266-4056 |
| SIGNATURE:                    |                        |

Supply sufficient detail to justify the use of a waiver instead of competitive bidding. Purchasing Services will determine the appropriateness of waiving the bid process on a case by case basis.

This is a request for: (Check one)  SOLE SOURCE Vendor Name: Graphic Technologies, Inc.  
 SOLE BRAND Product Mfg/Model: \_\_\_\_\_

### REASON FOR REQUEST

Check all applicable items and **provide detailed explanation** below. Attach additional information as needed.

**SOLE SOURCE - UNAVAILABLE FROM ANY OTHER SOURCE.** Item is one-of-a-kind and is not sold through distributors, manufacturer is sole distributor. (**Explain** unique performance features of the product or brand requested that are not available in any other product or brand. For services, detail the unique qualifications this vendor possesses. Identify specific, measurable factors and qualifications.)  
Graphic Technologies, Inc is the only vendor that can provide this software, maintenance and support as the owners of GT Viewer software and is the most skilled at supporting their own software, therefore meeting the criteria of 4.26(4)(a)2

**SOLE BRAND.** Various vendors can supply the specified model and brand and competitive bids will be solicited for the requested brand only. Other manufacturers of this type of product do not meet our minimum requirements. **List other brands that were evaluated, rejected and the reason why?** A minimum of three products must be surveyed and noted below.

Manuf/Model: \_\_\_\_\_

Reason: \_\_\_\_\_

Manuf/Model: \_\_\_\_\_

Reason: \_\_\_\_\_

Manuf/Model: \_\_\_\_\_

Reason: \_\_\_\_\_

**ITEM MUST MATCH EXISTING EQUIPMENT because:**

\_\_\_\_\_  
\_\_\_\_\_

**OTHER REASONS:**

\_\_\_\_\_  
\_\_\_\_\_



Sole Source Form  
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## PURCHASING SERVICES RECOMMENDATION

A copy of this form, signed by Purchasing Services, will be returned to Requestor.

### APPROVED:

- Sole source justification is adequate and purchase to be authorized without competitive bidding.
- Sole brand justification is adequate and competitive bids will be solicited for the requested brand only.

### DISAPPROVED:

- Justification is inadequate and requisition is returned to requestor.
  - REASON:  Information provided does not meet State criteria and may not withstand an audit or vendor protest
  - Insufficient documentation to support review of comparable / equal equipment.
  - Other:
- Justification is inadequate and additional quotations will be solicited or RFP/ITB will be issued.

### PURCHASING SUPERVISOR:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_