



North Arkansas College

SOLE SOURCE JUSTIFICATION

The Arkansas Office of State Procurement Subject and Arkansas Code Annotated 19-11-232 stipulate certain documentation guidelines and requirements when determining whether certain goods or services are only available from a single source.

To request approval for a proposed sole source purchase, college personnel should provide the information requested below, sign the form and forward it to Northark Purchasing for review.

1. Required goods or services:
2. Proposed sole source provider:
3. Why this service or commodity is needed:
4. The method(s) used to determine that a lack of responsible/responsive competition exists for the service or commodity:
5. How it was determined that this provider possesses exclusive capabilities:
6. Why this service or commodity is unique:
7. What the agency would do if the provider/service were no longer available:
8. Detail any program considerations, which make the use of "Sole Source" critical to the successful completion of the task(s).
9. Whether or not there are patent, proprietary, franchise and/or territorial rights which make the required service or commodity unavailable from other sources:
10. Attach a letter from the proposed vendor stating that they are the sole provider of the required service or commodity.

Signature _____ Date _____