



SOLE SOURCE AFFIDAVIT

AGENCY _____

SERVICE PROVIDER/VENDOR _____

ADDRESS _____

PHONE _____

I hereby affirm that the services or products to be purchased pursuant to the provisions of the attached contract are very specialized or for which great acquired expertise is needed to the best of my knowledge

Name of Service Provider/Vendor:

is the only person or business entity which is singularly and peculiarly qualified to provide such services or products, and if a product is the only brand name which is singularly and peculiarly unique, for the following reasons:

I understand that the signing of this affidavit knowing such information to be false may subject me to punishment for perjury.

(Chief Administrative Officer)

STATE OF OKLAHOMA

ss.

COUNTY OF CUSTER

Subscribed and sworn to before me this _____ day of _____ 19__.

Notary Public

My Commission expires:



SOLE SOURCE JUSTIFICATION FORM

Must be completed for all purchases amounting to \$2500 or more

Date _____ Req. No. _____ P. O. No. _____

Name _____ Vendor _____ Dept. No. _____

Section I. If one of the listed explanation (A through D) applies, you only need to check the appropriate box. Those descriptions defined acceptable justification. E and F are also acceptable, but added justification should be described in Section II.

A.	<input type="checkbox"/>	Proprietary - Item under patent, copyright, or proprietary design.
B.	<input type="checkbox"/>	Replacement Parts - The procurement is for replacement parts or components in support of equipment designed by the manufacturer.
C.	<input type="checkbox"/>	Technical Services - The procurement is for technical service in connection with the assembly, installation, or servicing of equipment of a highly technical or specialized nature.
D.	<input type="checkbox"/>	Continuation - Continuation of prior work. Additional work, item, or service required, but not known to be needed when the original order was placed.
E.	<input type="checkbox"/>	Emergency Requirement - Requirements must be met at once. An explanation of urgency, including a description of why procurement is critical and why only the proposed vendor can meet it. A lack of advance planning is not acceptable. (<i>Complete section II</i>).
F.	<input type="checkbox"/>	Exclusive Capability - Only one supplier qualified. No other potential suppliers known. (<i>Complete section II</i>).

Section II. Narrative Justification: This section must be completed if either explanation (E) Emergency Requirement or (F) Exclusive Capability is identified as justification for sole source procurement. Explain why the identified vendor is recommended. The justification must be completely explained and documented. It is important to be very precise when filling out this section.