



Sole Source Justification (SSJ) Form

Not Required for single purchases under \$10,000

This form is required with all requests for sole source determination for the procurement of any supplies or services. The justifications should clearly indicate why the legally mandated competitive process required for the procurement is not practicable or possible or is not in the best interests of the County. Letters from the manufacturer of the goods or providers of the service are not, by themselves, adequate justification. The form must be complete with any attachments and must be signed by the department director.

Virginia Public Procurement Act § 2.2-4303(E)

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 public body shall issue a written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the Department of General Services' central electronic procurement website or other appropriate websites, and in addition, public bodies may publish in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities.

Date of Request: _____

Requesting Department: _____

Proposed Vendor: _____

Cost: \$ _____

Detailed description of the Service or Product (Include products name/ model number):

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1. Explain in detail why this product or service is the only product or service available from one source that can meet the needs of the County. Provide such specific, quantifiable factors/qualifications.

2. Explain in detail why this is the only available source from which to obtain this product/service.

3. Explain why the price is considered reasonable and describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price.

4. Will this purchase obligate the County to this vendor for future purchases (e.g., annual support/maintenance and/or future upgrade requirements)? If yes, provide details including the duration of any potential commitments and the estimated costs for such commitments.

5. Explain what the consequences will be if this request is denied.

Department Director Signature

Date

Approved

Not Approved

Purchasing

Date

This written determination shall become a part of the contract file. Public Notice of same shall be posted on the County's website.