



Sole Source Justification Form
(to be completed by campus/department)

Section A – General Information and Instructions

Form with fields for Vendor Name and Vendor's Primary Contact Information, Requesting School/Department, Date Form Completed, School/Department Contact Name and Phone Extension, Contact Name, Contact Phone/Email, Estimated Annual Cost, Budget Code, and checkboxes for New Purchase or Ongoing Purchase/Renewal.

Definition: Sole Source means that the item to be purchased is only available from one source (one vendor). In accordance with the Purchasing module of the Texas Education Agency's (TEA) Financial Accountability System Resource Guide (FASRG),

"To be a bona fide exemption to the Texas Education Code District purchasing law requirements, there must be no other like items available for purchase that would serve the same purpose or function, and only one price for the product because of exclusive distribution or marketing rights."

Section B – Due Diligence:

The Requesting Department must complete this form in its entirety, affirming that the product to be purchased is, to the best of its knowledge, sold exclusively by the recommended vendor and that no other like products exist in the market that would serve the same purpose or function. Texas Law requires that the decision to purchase sole source products be justified.



This form is a justification of the need for something that is unique about the product that precludes competition.

1. In 'layman's terms', describe the purpose or function of the required product.

2. If the product was not available or could not be procured, what would be the substantial risks for the department? How would the department proceed with its work?

3. List the unique feature(s) or characteristic(s) and specification(s) of the requested product that will serve as the basis for the sole source justification.

4. Explain the need for the unique specifications. This explanation must address the critical importance of the unique specifications related to the intended use of the product.



5. Provide evidence of the research completed, identifying all other sources evaluated (including the names, manufacturers, model numbers, etc.) and the reason they were found to be unsatisfactory for the intended use or in meeting project goals. Attach copies of all information collected from other vendors. Sufficient detail must be included to show that the marketplace has been canvassed to locate acceptable competitive products. This section must relate to the explanation of need (item 4) for the unique specifications and should serve to support a finding that the stated need cannot be met with competing products.

6. Will this purchase obligate GCCISD to a particular vendor/provider for future purchases? Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item; will GCCISD need more “like” items or services in the future to match this one?

7. What will be the estimated cost for this purchase, explain why the suggested price for this product is considered to be fair and reasonable.

Section C - APPROVAL:

Name of the person who prepared this request and justification:

Name: _____ Position: _____

Department: _____ Date: _____

I hereby certify that the above request and Justification is accurate and complete to the best of my knowledge and belief.

_____ Date: _____

Signature of Principal/Department Director