



**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**  
PURCHASING DEPARTMENT

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**VENDOR INFORMATION PACKET**  
**INSTRUCTIONS FOR SOLE SOURCE AFFIDAVIT**

Applicable to: Vendors requesting to become a Sole Source Vendor.

Criteria: In order to become a Sole Source Vendor, you must meet the Texas Education Code Statute Number 44.031 (j) Sole Source, as described below:

*Selected purchases may be exempt from competitive procurement if they meet established criteria for a sole source purchase:*

- *Identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly.*
- *Identification and confirmation that the product is a:*
  - *Film*
  - *Manuscript*
  - *Book*
  - *Utility service including electricity, gas, or water*
  - *Captive replacement part or component for equipment*
- *Sole Source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.*

*It is incumbent upon the district to obtain and retain documents from the vendor which clearly delineates the reasons that qualify the purchase to be made on a sole source basis.*

In order to do business with the district as a Sole Source Vendor, GCCISD must receive a notarized Sole Source Affidavit along with proof of your company being sole source.

Please mail the information to:

Goose Creek Consolidated Independent School District  
Attn: Purchasing Department  
PO Box 30  
Baytown, TX 77522

The GCCISD Purchasing Department reserves the right to decide if your company is indeed a qualified Sole Source Vendor for the district.



VENDOR INFORMATION PACKET

**\*\* TO BE PRINTED ON VENDOR'S LETTERHEAD \*\***

SOLE SOURCE AFFIDAVIT

Before me, the undersigned official, on this day, personally appeared \_\_\_\_\_, a person known to me to be the person whose signature appears below, whom after being duly sworn upon his oath deposed and said:

1. My name is \_\_\_\_\_, I am over the age of 18, have never been convicted of a crime and being competent to make the affidavit.

2. I am an authorized representative of the following company or firm:  
\_\_\_\_\_

3. The above named company or firm is the sole source of the following item(s), and no other company or firm in the United States of America sales or distributes the product(s) listed below:  
\_\_\_\_\_  
\_\_\_\_\_

4. Competition in providing the above named item(s) or product(s) is precluded due to:

- a Patent                                       a Copyright                                       a Secret Process
- a Monopoly                                       it is a Film                                       it is a Manuscript
- it is a Book                                       it is a Utility Service                                       it is a Captive Replacement Part  
(i.e., electricity, gas, water)                                      or Component for Equipment

\_\_\_\_\_  
Signature of Authorized Vendor Official

\_\_\_\_\_  
Title of Authorized Vendor Official

\_\_\_\_\_  
Signature of Supervisor or Authorized Vendor Official

\_\_\_\_\_  
Title of Supervisor of Authorized Vendor Official

**Affidavit will be valid for two (2) years from date subscribed and sworn.**

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

(seal)

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Company: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contract Person: \_\_\_\_\_ Email: \_\_\_\_\_