

## ***JUSTIFICATION FOR SOLE SOURCE REQUEST***

- 1. EXPLAIN WHY THIS IS THE ONLY PRODUCT OR SERVICE THAT CAN MEET THE NEED OF THE PURCHASING AGENCY.***
- 2. EXPLAIN WHY THIS VENDOR IS THE ONLY PRACTICABLE AVAILABLE SOURCE FROM WHICH TO OBTAIN THIS PRODUCT OR SERVICE.***
- 3. EXPLAIN WHY THE PRICE IS REASONABLE.***
- 4. DESCRIBE THE EFFORTS THAT WERE MADE TO CONDUCT A NONCOMPETITIVE NEGOTIATION TO GET THE BEST POSSIBLE PRICE FOR THE TAXPAYERS.***