



County of Inyo

Sole Source Authorization Form

Vendor:

Date:

A sole source procurement may be justified in the following situations: Section II.D.1 (located on page 6)

Sole source procurements are the exception, not the norm. They are to be used sparingly and shall not be used in lieu of any competitive process simply because the department failed to allot sufficient time to engage in the competitive process or because the department finds the competitive process to be onerous.

Select one of the following:

The capability of the proposed contractor is critical to the specific effort and makes the contractor clearly unique compared to other contractors in the general field.

The proposed contractor has prior experience of a highly specialized nature that is vital to the proposed effort.

The proposed contractor has facilities, staffing, or equipment that are specialized and vital to the services being requested.

The proposed contractor has a substantial investment that would have to be duplicated at the County's expense by another contractor entering the field.

A critical proposed schedule for the service and/or product that only one proposed contractor can meet.

A lack of competition because of the existence of patent rights, copyrights, trade secrets, and/or location.

Amount	Required Action
Less than or equal to \$5,000	Compliance with the competitive process is not required, but price shopping is encouraged.
\$5,001 to \$10,000	Three informal bids (e.g. printouts from websites showing prices or quotes solicited from vendors) must be obtained.
	Informal bids received
\$10,001 to \$25,000	Three informal bids (e.g. printouts from websites showing prices or quotes solicited from vendors) must be obtained.
	Informal bids received
\$25,001 to \$75,000	A formal RFP or RFQ must be prepared and publicized, with sealed submissions opened on a predetermined date.
	RFP/RFQ Received by Board Clerk on _____
Over \$75,000	A formal RFP or RFQ must be prepared and publicized, with sealed submissions opened on a predetermined date.
	Board Approval Required

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Sole Source Justification:

Department Head Signature

<i>Sole Source Approval</i>
Purchasing Agent Signature
County Counsel Signature
Auditor-Controller Signature