



# Sole Source Procurement Checklist

Date: \_\_\_\_\_

**Post the following on District Website:** (seven consecutive days before purchase, except emergency purchases)



## North Davis Sewer District hereby gives Notice of Sole Source Procurement of

\_\_\_\_\_

1. Description of item to be procured by Sole Source:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. District contact to obtain information about the sole source procurement and answer questions:

\_\_\_\_\_  
\_\_\_\_\_

3. Earliest date that the Sole Source procurement will be made:

\_\_\_\_\_

4. Reason for using Sole Source method of procurement:

- a. Only one source exists
- b. Compatibility of equipment, technology, software, accessories, parts, or service
- c. Use for trial or testing
- d. Transitional costs to change to new equipment etc. are unreasonable
- e. Other \_\_\_\_\_

5. Length of time for Sole Sourcing this item:

\_\_\_\_\_  
\_\_\_\_\_

6. Comments:

\_\_\_\_\_  
\_\_\_\_\_

7. Dates posted:

Begin Date: \_\_\_\_\_

End Date: \_\_\_\_\_

### Approvals:

Above information posted on website by: \_\_\_\_\_

Approval by Purchasing Agent \_\_\_\_\_

Date: \_\_\_\_\_

Approval by District Manager \_\_\_\_\_

Date: \_\_\_\_\_