

Appendix B

Platte County R-3 School District Sole Source Justification Form

Instructions: Complete this form for all sole source purchases for amounts \$3,000 and over. Route form to the Purchasing Department for approval. You can email the form, send by school mail, scan, or fax to 858-5593. All sole source requests are subject to approval by the Purchasing Department.

Request for Purchase Number: 24-0000-52013

Commodity/Service being purchased: Snap-On Torque Certification System

Proposed Supplier: Snap-On

Requested by: Frank Stafford Site/Department: NCC Date: 09/11/23

Sole Source Justification prepared by: Brian Noller

I. A **Sole Source Purchase** must meet one of the following criteria:

- One-of-a-kind** - The commodity or service has no competitive product AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Compatibility** - The commodity or service must match existing brand of equipment for compatibility AND IS AVAILABLE FROM ONLY ONE VENDOR.
- Replacement part** - The commodity is a replacement part for a specific brand of existing equipment AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Research continuity** - The commodity or service is needed to maintain research continuity AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- District standards** - The commodity or service must comply with established District standards AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Unique design** - The commodity or service must meet physical design or quality requirements AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Emergency** - URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disaster, etc.

II. Provide details of this request including explanation of why only one source is reasonably available (attach separate sheet if necessary).

III. As Department Head/Principal, I hereby certify that the above justification is accurate and complete to the best of my knowledge and belief.

Approval:

Signature of Department Head or Principal

Date

Purchasing Approval

Date