

SOLE SOURCE FORMAT

A. SOLE SOURCE SUMMARY

SUBGRANTEE NAME:

PROJECT NAME:

SUBGRANTEE #:

PURCHASE:

SOLE SOURCE VENDOR:

AMOUNT OF SOLE SOURCE REQUEST:

(Please provide quote for equipment on vendor letterhead)

B. SOLE SOURCE CIRCUMSTANCES

- I. Brief description of the project and to include expected procurement amount:
- II. Why Sole Source?
- III. Time Considerations:
- IV. Unique Qualities of the Contractor:
- V. Exigent Circumstances:
- VI. Declaration: All applicable state and local laws and regulations were met, and the policies and procedures followed conform to the federal procurement requirements set forth in 2 CFR 200: Uniform Guidance – Uniform Administrative Requirements, Cost Principles, and Audit Requirements (as applicable).
- VII. Declaration: Sole Source is in the best interest of the agency and State of Louisiana.
- VIII. Conflict of Interest Review:
- IX. CONTRACTOR/VENDOR INFORMATION:
 - a. Identifying information
 - i. Contact:
 - ii. Headquarters:
 - iii. Operations:
 - b. Vendor Background
 - c. Full disclosure of company ownership if the proposed contractor is not a publicly traded corporation (not required for equipment)

- d. Copy of Vendor State of Louisiana Occupational License **OR** Certification from the Louisiana Secretary of State that company is active and in good standing

Legal Name and Address:

Project Director Signature: _____

Or

Financial Officer Signature: _____