|  |  |
| --- | --- |
| Description of the non-IT goods, non-IT services, or IT goods and services to be procured (the “Goods or Services”) | *Insert description here.* |
| Why the Goods or Services cannot be competitively procured *(check one and provide additional information)* | 🞏 The Goods or Services are the only goods or services that meet the JBE’s need. *Please explain:* 🞏 A grant application submittal deadline does not permit the time needed for a competitive procurement of services.  *Please provide details regarding the grant application, including the submittal deadline:* |
| Effort made to solicit competitive bids *(if any)* | *Insert description here.* |
| Support that the pricing is fair and reasonable  | *For example, prices for comparable goods or services.*  |
| Special factors affecting the cost or other aspect of the procurement *(if any)*  | *Insert description here.*  |

Requesting Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Signature*

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

 *Name Title*

Requesting Employee’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager : *Signature*

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

 *Name Title*

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| --- |
| This Sole Source Request is: 🞏 Approved 🞏 DeniedSole Source Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Signature* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Name Title* |