



SOLE SOURCE PROVIDER REQUEST FORM

All sole source procurements exceeding \$250,000.00 must receive prior approval from the DOJ Office of Justice Programs, supporting documentation must be submitted with form (contract and/or invoice).

Agreement Description: _____

Agreement ID: _____

Implementing Agency: _____

Authorizing Agency: _____

Program Director: _____

E-mail Address: _____

Phone number: _____

Proposed amount of purchase: _____

This form is submitted as a formal request to use the services of the following contractor as a Sole Source Provider.

Contractor/Vendor Name: _____

Reason for request:

- Service provider is continuing services already engaged from previous year(s)
- Advertising & research revealed that there no other service providers in the area (Attach details of the effort made in advertising and research)
- Other (*explain below and attach additional documentation*)

Submitted by: _____ Date: _____

GCC official use only	
<input type="checkbox"/> Approved	Comments:
<input type="checkbox"/> Denied	Reason for denial:
Date:	Signature: