



Administrative Form 3340  
SINGLE/SOLE SOURCE REQUEST

**NOTE:** Single/Source Forms are valid for 12-months from the date the Director of Procurement & Contracts has approved on Page 2. If this Single/Sole Source Form is to cover multiple Purchase Requisitions (PR) in a 12-month period, then the PR#, Total Amount \$, and Fund Code # fields below are not required.

PR #: \_\_\_\_\_ TOTAL AMOUNT \$: \_\_\_\_\_ FUND CODE #: \_\_\_\_\_

SUBMITTING SCHOOL / DEPARTMENT: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

VENDOR EMAIL OR WEBSITE: \_\_\_\_\_

VENDOR PHONE #: \_\_\_\_\_ VENDOR FAX #: \_\_\_\_\_

**Check all that apply to this Single/Sole Source Request and keep in mind that the Vendor must be the ONLY source, not the preferred one or the one perceived to be the best:**

\_\_\_ Proprietary: A private party or company holds the item under exclusive title, trademark, intellectual property (IP), copyright or patent. A proprietary distributorship would also apply.

\_\_\_ Only one Vendor (source/supplier), to the best of the Requestor's knowledge and belief, based upon thorough and documented research, is capable of delivering the required product or service.

\_\_\_ Similar types of goods and services may exist, but only one Vendor, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, or availability, is the only source that is acceptable to meet a specific need of the request.

\_\_\_ Other. Please explain in detail below:

**Disclaimer:**

*If this request is for PRODUCTS/GOODS where no Independent Contractor Agreement (ICA) or other form of contract has been completed, then the Requestor, named-above, will need to complete (including their Supervisor's approval/signature) a WCSD Requestor (Employee) Public Disclosure Form (PUR-F210(A)) and submit both forms to the Purchasing Department via email to: [purchasing@washoeschools.net](mailto:purchasing@washoeschools.net). The PUR-F210(A) form is available on WCSD's Staff "INSIGHT" intranet website.*

*If this request is for PROFESSIONAL SERVICES, then an Independent Contractor Agreement (ICA) or other form of contract must be completed prior to services beginning.*

**Provide detailed responses to the following 1-4 inquiries:**

1. Describe the product/service with as much detail as possible (attached additional documents if needed that includes a description of the marketplace that includes distributors, dealers, resellers, etc.:

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2. Provide a description of the unique features and known compatibilities of the product/service that prohibit competitive solicitation.

3. Describe due diligence/research conducted to find alternatives and that verified Vendor as the only known source for product/service and for any alternatives to product/service. You may attach your due diligence/research to this request.

4. Can the requirements of the purchase be modified, so that other products/services may be competitively solicited? Why can't the District use any other product?

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\_\_\_\_\_  
Department Head or Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Officer or Associate Chief Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assigned Buyer Signature

\_\_\_\_\_  
Date

Purchasing Notes:

\_\_\_\_\_  
Director of Procurement & Contracts Signature

\_\_\_\_\_  
Date