



Administrative Form 3340
SINGLE/SOLE SOURCE REQUEST

NOTE: Single/Source Request forms are valid for 12 months from the date the Director of Procurement & Contracts has approved on Page 2. If this Single/Sole Source Request 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, and their Supervisor, will need to each separately complete a WCSD Requestor (Employee) Public Disclosure Form and submit both forms to the Purchasing Department via email to: purchasing@washoeschools.net. Upon request, a copy of this form can be provided by the Purchasing Department.

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 (attach additional documents if needed that include a description of the marketplace, distributors, dealers, resellers, etc.).

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?

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