

**JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT**

SOLE SOURCE CHECKLIST

Based upon the following determination, the proposed procurement action described below is being procured as a Sole Source Procurement.

(1) DSN Board or Provider: _____

proposes to procure: _____

(2) As a sole source procurement from: _____

(3) On the basis of: _____

Governmental Body

Title

Authorized Signature

Date:

- NOTES:
- (1) Enter description of goods or services to be procured.
 - (2) Enter name of sole source contractor.
 - (3) Enter the determination and basis for sole source procurement to include why no other source is suitable.

**THE DRUG-FREE WORK PLACE CERTIFICATION MUST BE OBTAINED FOR
SOLE SOURCE PROCUREMENTS GREATER THAN \$50,000.**