

SOLE SOURCE LETTER

To: _____

From: _____

Subject: _____

Introduction:

This Sole Source Letter is submitted to justify the procurement of goods or services from a single source without competitive bidding. This procurement method is used when the item or service is available from only one source, or when competition is not feasible or is not in the best interest of the government or organization.

Description of Goods or Services:

Provide a detailed description of the goods or services to be procured, including specifications, quality, quantity, and any other pertinent details necessary to identify the item or service uniquely.

Justification for Sole Source Procurement:

The procurement from a sole source vendor is justified for one or more of the following reasons:

1. Only one responsible source exists, and no other supplies or services will satisfy agency requirements.
2. Unusual and compelling urgency exists that does not permit the delay of competitive solicitation.
3. Competition is determined inadequate after solicitation of a number of sources.
4. Compatibility with existing equipment, brand-name consideration, or exclusive rights such as patents, copyrights, or licenses make the selected source the only feasible choice.
5. Public interest or national security considerations require a sole source procurement.

Provide a detailed explanation supporting the applicable reason(s) for this sole source procurement.

Vendor Information:

Vendor Name: _____

Address: _____

Contact Person: _____

Phone/Email: _____

Cost Information:

Total Estimated Cost: _____ USD

Price Reasonableness: _____

Certification:

I certify that the above statement is true and correct to the best of my knowledge and belief, and that procurement

through this sole source letter is appropriate and consistent with applicable laws and regulations.

REQUESTOR'S SIGNATURE

Name: _____

Title: _____

Date: _____

Signature: _____

APPROVING AUTHORITY SIGNATURE

Name: _____

Title: _____

Date: _____

Signature: _____

Original source of this document:

<https://letterdocs-us.com/sole-source-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letterdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.