**Justification for Sole Supplier or Brand**

**Procurement Services**

**(406) 496-4377**

**Section 18-4-306, MCA, allows a contract to be awarded for a supply or service item without competition under certain circumstances. The required item must be available only from a single supplier. "Sole Source" is distinguishable from "Sole Brand" in that only one supplier is available to provide the supply or service. Circumstances which could necessitate a sole source procurement are: (1) the compatibility of current services or equipment, accessories, or replacement parts, (2) there is no existent equivalent product, or (3) only one source is acceptable or suitable for the supply or service item. Sole source procedures do not apply if the item is under $10,000. The following items do not require sole source justification: (1) professional licenses, (2) dues to associations, (3) renewal of software license agreements; and (4) purchase or renewal of maintenance agreements for software or hardware.**

**(Attach Dated Quote and Use Additional Sheets As Necessary)**

**Requested Vendor:**  **Dollar Amount: $**

**Fully describe the purpose for which this product is needed. Describe your required components, attributes, capabilities of product and/or service: For example: capacity, features, performance, size, compatibility.**

**How was this manufacturer/service supplier selected? Why is it Unique?  
Describe the market research you performed to reach this decision. This must be an objective search and not opinions or recommendations (i.e. web search, product literature, samples).**

**List the other manufacturer/service suppliers, if any. Provide details on what required attributes/capabilities are not met by each of the other manufacturer products/service suppliers**

**Requestor's Signature: Department:**

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_ Disapproved: \_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**