

## QUICK GUIDE TO WRITING SOLE SOURCE PROCUREMENTS

1. What are the true needs of your program that you are trying to meet?
2. What makes these truly “needs” of your program rather than “wants”?
3. When was this need developed?
4. How does this product *uniquely* (the only one that can) meet the need of the program?
5. Are there Federal funds involved?
6. Is this a grant-directed purchase? Please provide grant number.
7. Is this a patented product?
8. Is there a compatibility issue?
  - a.) What is the issue?
  - b.) What is the age of the installed product?
  - c.) What is the value of the installed product?
9. Would your program cease or fail if you could not obtain this item or service from this vendor?
10. Is the identified vendor the only provider of this item or service? (If no, could it be procured by RFP or ITB from another vendor?)
11. Are there multiple potential vendors but this particular vendor is the preferred vendor

***NOTE: These are only guideline questions. Each sole source procurement is unique and additional information may be required.***