

**JUSTIFICATION FOR
SOLE SOURCE PROCUREMENT**

Agency: [Click or tap here to enter text.](#)

Sole Source Vendor: [Click or tap here to enter text.](#)

Based upon the following determination, Agency proposes to acquire the supplies, construction, information technology, and/or services described herein from the Vendor named above per S.C. Code Ann. §11-35-1560 and S.C. Regulation 19-445.2105, Sole Source Procurement.

Description of the Agency need that this procurement meets: [Click or tap here to enter text.](#)

Description of market research Agency performed to determine the availability of products or services that would meet the Agency's needs: [Click or tap here to enter text.](#)

Description of supplies, construction, information technology, and/or services Vendor will provide under the contract: [Click or tap here to enter text.](#)

Detailed explanation why no other vendor's supplies, construction, information technology, and/or services will meet the needs of the Agency: [Click or tap here to enter text.](#)

Authorized Signature

Printed Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Notes:

Authorized signature is the agency head unless the agency head has delegated that authority. Delegation of authority must be submitted to the Materials Management Officer in writing.

The Agency must obtain a Drug-free Workplace certification from the Vendor if the sole source procurement is \$50,000 or greater.