



# State of Colorado

## Contract Management Information

### Sole Source Justification and Certification

A state agency or institution of higher education (IHE) shall complete this form before entering into a sole source procurement under CRS §24-103-205 and Procurement Rule R-24-103-205-01 for the purchase of goods over \$10,000 and services over \$25,000 and for sole source personal services contracts with a value over \$100,000 in accordance with CRS §24-102-205(3)(a)(VI). Sole Source Justification and Certification Forms are not required:

- ✓ Under circumstances outlined in §CRS 24-101-105 and related rules; and/or
- ✓ For interagency or inter-governmental agencies.

Procurement Rule R-24-103-205-01 states the following two criteria must be met for a sole source procurement:

- ✓ There is only one good or service that can reasonably meet the need, and
- ✓ There is only one vendor who can provide the good or service.

**SECTION 1 – SOLE SOURCE DETAILS:** This section is to be completed by the Program Manager.

**Agency/IHE:**

Department: \_\_\_\_\_ Division: \_\_\_\_\_  
 Address: \_\_\_\_\_

Program Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department Approving Official Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Contractor/Vendor**

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Vendor Address: \_\_\_\_\_ eMail: \_\_\_\_\_

Have you procured goods and/or services from this vendor in the past 2 years?  No  Yes  
 If Yes, explain:

**Goods and/or Services to be Procured:**

Describe in detail the goods and/or services to be procured and how they meet the State’s needs.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Estimated Total Dollars (include breakdown of goods/services): \$ \_\_\_\_\_ Goods \$ \_\_\_\_\_ Services \$ \_\_\_\_\_

**Determination of Sole Source:**

1. What type of Market Research was conducted?

