

Attachment 6**SOLE SOURCE MEMO**

Date

MEMORANDUM FOR LGC

FROM: (Functional Address Symbol of Initiating Activity)

SUBJECT: Sole Source Justification for Purchase of (State item(s))

1. A brief non-technical description of the supplies/services to be acquired.
2. A clear, concise statement of the facts justifying the award of a sole source contract. For example, if the justification is urgency, then the time constraint and the reason why only one contractor can meet the requirement shall be explained; and/or, if the justification is the unique capabilities possessed by only one contractor, then state the reasons why another contractor has or can obtain these capabilities and why these capabilities are essential for contract performance.
3. A statement of actions to be taken by the requiring activity to preclude the necessity for future sole source acquisition of the same supplies/services (e.g., conducting a market survey to determine potential sources).
4. The following certification must be included, "I certify that all possible research to find an acceptable substitute within the required time has been accomplished and no other item will suffice."

(Signature and title block of division chief)