

**SOMERVILLE SOLE SOURCE REQUEST AND DECLARATION FORM**

CONSOLIDATED POLICIES & PROCEDURES LOCAL, STATE, FEDERAL[[1]](#footnote-1).

Vendor’s Name:

Vendor’s Address:

Telephone No.:       Email:

Department submitting request:

Contract Amount (maximum $50,000 unless exception noted below):

Funding Source (specify Federal, State or Local):

Contract Term (Start and End Dates):       to

Describe the supply/service and the amount of purchase. *Except* for procurement of library books and school textbooks, educational programs, educational courses, educational curricula in any media including software, newspapers, serials, periodicals, audiovisual materials or software maintenance, sole source procurement of goods and services may not exceed $50,000.

Describe your efforts to conduct a reasonable investigation into whether there is another practicable

source for this supply/service (attach additional pages if necessary). For goods or supplies, attach a sole source letter from manufacturer signed and dated within 90 days of contract start date.

State the reason for your determination that the above vendor is the only practicable source.

I, the undersigned Department Head, attest to the following statements:

* This request ensures that there is no conflict of interest with the proposed vendor.
* I have checked the Excluded Parties List and the proposed vendor has not been debarred from receiving federal or state funds or contracts.
* The procurement will be completed in compliance with the City’s policies and standards, including required contract provisions.

Department Head Signature Date

Whereas, the Procurement Officer, after reasonable investigation, finds that the above Vendor is the only practicable source for the above supplies/services, and: Now therefore, the Chief Procurement Officer authorizes the Department to purchase the above as sole source procurement under M.G.L. c.30B, §7 and/or under 2 CFR §200.320.

Angela M. Allen, Chief Procurement Officer Date

1. These procedures align with applicable local, state and federal law, including but not limited to M.G.L. chapter 30B §7(a) and federal Uniform Guidance 2 CFR § 200.320(c). [↑](#footnote-ref-1)