SOUTH DAKOTA OFFICE OF HOMELAND SECURITY
REQUEST FOR SOLE SOURCE PURCHASE

Date:______________
Requesting Entity:_________________________________________________________________________
Contact Name:_____________________________________________________   Phone #______________
Item/Service to be Purchased:_______________________________________________________________
Suggested Vendor:________________________________________________________________________

Reason for Requesting Sole Source Purchase (check all that apply)
☐ Item must match existing equipment
☐ Item is a repair part for existing equipment
☐ Item is to be attached to existing equipment
☐ Technical characteristics of the requested item are essential to our needs
☐ Other manufacturers of this type of product do not meet our minimum requirements
☐ No other manufacturer of this type of product exists
☐ Other (please specify)________________________________________________________________

Provide an explanation for the reasons checked above.

Explain the process you used to choose the requested item or service. Include a list of vendors contacted.

Mail completed form to SD Office of Homeland Security - 118 W Capitol Ave - Pierre SD 57501,
or fax to 605-773-6631. For questions, call 605-773-3450.

☐ Sole source justification is adequate – purchase is authorized without competitive bids
☐ Sole bid received through advertised, formal bid process – purchase is authorized without further bids
☐ Sole source justification is inadequate – see explanation below
☐ Sole source justification is inadequate, however purchase is authorized in the best interest of the State of South Dakota – see explanation below

SDHLS Explanation of Recommendation:

☐ Approved  ☐ Disapproved ________________________________________________________________
SD Office of Homeland Security Signature                                          Date