

**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.**

**South Dakota Office of Homeland Security Recommendation:**

- 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