

**SOUTH DAKOTA OFFICE OF HIGHWAY SAFETY
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.

Email completed form to amanda.hossle@state.sd.us, mail completed form to SD Office of Highway Safety - 118 W Capitol Ave - Pierre SD 57501, or fax to 605-773-6893. For questions, call 605-773-4949.

South Dakota Office of Highway Safety Recommendation (to be completed by OHS):

- 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

SDOHS Explanation of Recommendation:

Approved Disapproved _____

SD Office of Highway Safety Signature

Date