

TOMPKINS COUNTY PURCHASING

SOLE SOURCE APPROVAL FORM

New York State General Municipal Law requires that “sole source” purchases must be documented and interpreted. The information provided below will enable departments to provide Purchasing with this necessary information in a clear, concise method that should address both internal and state audits.

Competitive bidding/quotations are not required under section 103 of the General Municipal Law in those limited situations when a political subdivision, in the public interest, requires particular goods or services which uniquely serve the public interest, for which there is no substantial equivalent and which, in fact, **are available from only one source.**

In making such determinations, the department head or designee should document, at a minimum, the unique benefits to the agency as compared to other products available in the marketplace; that no other product(s) will provide substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item(s) is reasonable in comparison to other products in the marketplace.

Date of Request	
Department Submitting Request	
Do other companies make similar commodities that will do the same job or meet the same goals?	
How is this item unique from all others?	
What can this item do that the other can't?	
Is there a copyright or patent on the commodity?	
Is this item available from other distributors?	

Please note: If it is determined that the item(s) are a “sole source” , a Sole Source letter will still be required to be provided by the vendor providing the item(s).

Department Contact: _____

Email: _____ Phone: _____

Authorized Signature: _____