

# SOLE SOURCE / SINGLE SOURCE / NO SUBSTITUTE JUSTIFICATION

Complete this form and submit to Purchasing for Sole Source purchases over \$1000.00

REQUISITION # \_\_\_\_\_ ITEM(S) IdentiHide COST \$ 12,875

## I. Check the category most applicable to your requirement:

- Sole Source.** (No other known source or the only source meeting specifications.)  
 **Single Source.** (Only the designated Supplier is acceptable due to territories, others may exist.)  
 **Other.** Please Explain \_\_\_\_\_

## II. Check the description(s) most applicable to your requirement:

- Item has characteristics unique to a Single manufacturer essential to proposed use.  
 Proprietary repair or replacement item.  
 Designed into fabricated equipment.  
 Required for test and evaluation.  
 Emergency acquisition as defined in LGC 262  
 Other: \_\_\_\_\_

## III. Defining Item / Supplier uniqueness:

- A. What are the minimum use requirements (e.g., operating specs; dimensions; tolerances; accuracy; purity; reliability; useful life, etc.)?  
**Added component to present system (DMS3) for redaction of documents.**
- B. How are these requirements critical to your needs?  
**To meet the required redactions of an OAG opinion for ballots and CVR records.**
- C. What other suppliers were considered and why were they rejected? (Brand names and suppliers should be specified.)  
**None located**
- D. Why is this make, model, service, or supplier the only one acceptable?  
**Works with current system.**

Prepared By: Trudy Hancock Date: 2.14.25  
(Department Personnel)

Approved By: Trudy Hancock Date: 2.14.25  
(Department Head or Elected Official)

### Purchasing Use Only

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

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