



SOLE SOURCE AFFIDAVIT

Date: [Today's Date]

To Whom It May Concern,

I, [Purchasing Agent Name], in my capacity as Purchasing Agent of [Location], do hereby attest and affirm the following:

Name of Vendor: [Vendor Name]

Address of Vendor: [Vendor Address]

Contact Information: [Vendor Contact Information]

The goods/services we intend to procure from the above named vendor are as follows:

[Describe the goods/services in detail, including any technical specifications.]

Sole Source Justification:

To the best of our knowledge and belief, vendor named above is the sole source capable of providing the specified goods/services for the following reasons:

[Provide a detailed explanation of why this procurement is considered a sole source, including any unique expertise, proprietary technology, or compatibility requirements.]

Emergency Justification (if applicable):

In the event that this procurement is deemed an emergency, we assert that the circumstances necessitating this emergency procurement are as follows:

[Explain the emergency circumstances that require this procurement, and why a competitive bidding process is not feasible within the required time frame.]

I understand that making false statements in this affidavit may have legal consequences, and I affirm that the information provided herein is accurate and truthful to the best of my knowledge and belief.

[Signature Page Is Next Page.]



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Last Revised 12/01/2023

Purchasing Agent

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Vendor/Company

Signature: _____

Printed Name: _____

Title: _____

Date: _____