



# MONTANA DEPARTMENT OF ADMINISTRATION

## Director's Office

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## Sole Source Procurement Justification

[18-4-306, Montana Code Annotated](#), allows a contract to be awarded for a supply or service item without competition under certain circumstances. The required item must be available from a single supplier. Circumstances that could necessitate a sole source procurement are (1) the compatibility of current services or equipment, accessories, or replacement parts; (2) there is no existent equivalent product; or (3) only one source is acceptable or suitable for the supply or service item.

Sole Source procedures do not apply if the item is less than \$10,000. The determination as to whether a procurement shall be made as a sole source shall be made by the State Procurement Services Division (SPSD) unless specifically authorized in the agency delegation agreement, [ARM 2.5.604](#).

Sole Source requests over \$100,000 must have an Intent to Sole Source (ISS) publicly posted for a minimum of ten business days before submitting a justification. A request by a state agency to SPSPD must be accompanied by this form and include a signed and dated quote. The following items do not require sole source justification: (1) professional licenses; (2) dues to associations; (3) renewal of software license agreements; (4) purchase or renewal of maintenance agreements for software or hardware, and (5) publications available only from a single supplier.

Is this a request for a Tier Two Exception for the Contract Engagement Proposal (CEP)?

Yes       No

Is this a request for a Tier Two Exception for the Master Contract for Environmental Services?

Yes       No

1. Department: \_\_\_\_\_

2. Name of product or service: \_\_\_\_\_

3. Name of product manufacturer: \_\_\_\_\_

4. Estimated cost of purchase: \_\_\_\_\_

5. Expected length of contract: \_\_\_\_\_

In accordance with ARM 2.5.604, any modification, extension, or renewal to an existing sole source contract requires the agency to provide the division with a new justification form.

6. Intent to Sole Source (ISS) solicitation number (if applicable): \_\_\_\_\_

