

SOLE SOURCE PROCUREMENT

Sole source purchases **require** the approval of the West Virginia Division of Justice and Community Services. The following outline should be used when developing these requests.

1. A brief description of the program and what item you are seeking contractual approval.
2. Explanation of why it is necessary to contract non-competitively, to include the following:
 - a. Expertise of the Contractor
 - b. Management
 - c. Responsiveness
 - d. Knowledge of the Program
 - e. Experience of Contractor Personnel
3. Time Constraints
 - a. When Contractual Coverage is Required and Why
 - b. Impact on Program if Dates Are Not Met
 - c. How long Would it Take Another Contractor to Reach the Same Level of Competence (Equate to \$ if Desired)
4. Uniqueness
5. Other Points That Should be Covered to Substantiate the Request
6. A Declaration That This Action is in the "Best Interest" of the Agency