



**HALL COUNTY**  
G E O R G I A

## Sole-Source/Brand Justification

### Request Submitted By

<b>Name:</b>	
<b>Job Title:</b>	
<b>Department:</b>	
<b>E-Mail Address:</b>	
<b>Date of Request:</b>	

### Request Details

**Sole-Source:** Any contract entered into without a competitive solicitation process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements of the County.

**Sole-Brand:** A purchasing situation in which only one brand of equipment/supply, etc. will meet the requirements of the County.

*Identify efforts made to locate other possible sources.*

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<b>Desired Supplier Name:</b>
<b>Desired Supplier Email:</b>
<b>Desired Supplier Phone Number:</b>

## Scope of Work

Provide a detailed description of commodities/services to be provided. Also, include the following details: exact or estimated quantity, per unit price, and the total estimated cost.

**Exclusive Capability: Justifying a Sole Source/Sole Brand**

**Provide an explanation why only a particular style, model, type or manufacturer is required (i.e. why the commodity is the only commodity which will meet the County needs).**

**Provide a detailed description of proposed source's unique capabilities and/or personnel to perform the work and why this is the only source.**

**Letter from Original Equipment Manufacturer (required):**

**Attached**

**Purchasing Use Only**

**Buyer:**

**Buyer E-Mail Address:**

**Buyer Telephone:**

**Contract #:**

**Contract Name:**

**If publicly solicited, number of protests:**

**Outcome:**

**Bid # (if competitively bid):**

**Purchase Order #:**