

Sole Source Website Posting Justification Form

Requisition #: AS-039

Date: 3/4/2014 SS#: FY1314 005

Department: Assessors

This form must be completed by the requesting department along with the sole source justification form and the campaign disclosure form.

A sole source procurement is authorized when there is only one source practicably available for the goods or services required. The following data must be submitted when a department is requesting a sole source purchase:

Departmental Responsibilities:

1. Vendor Being Requested for Purchase:

APEX Software

2. Nature of Purchase:

Maintenance and Software support

3. Amount of Purchase:

\$860

4. What will it be used for:

By the appraisal department in sketching of buildings for valuation

5. Quantity Being Requested:

4-License Maintenance Renewal @ \$215

This information will be posted on the San Miguel County website for 30 days. If no responses are received we will proceed with original requisition.

Recommendation:

Approved:

_____/s/_____
Elected Official/Department Supervisor Date

_____/s/_____
Finance Department Date

Approved:

_____/NA/
County Manager's Approval (\$5,000.00) Date

FINANCE USE ONLY

Posting Begin Date	3/13/2014
Posting End Date:	4/11/2014