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| WDB      | Proposed Supplier      |
| Product/Service General Description      | Estimated Value of Contract      |

Please identify which allowable reason (2 CFR 200.320(f)) for sole source procurement applies and complete supporting questions for the selected criterion:

[ ]  The item/service is available only from a single source.

1. Describe the unique features that make the product or service available only from this supplier.

1. Describe why the unique features are required.
2. Provide supportable evidence that due diligence has been performed in an objective market analysis and proof of fair and reasonable pricing.

[ ]  The public urgency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

1. Provide a timeline proving urgency of need.
2. Provide any other justification related to the urgency of need.

[ ]  After solicitation of a number of sources, competition is determined inadequate.

1. Describe the steps taken to competitively bid this purchase.
2. Describe the reason(s) for rejecting other products, services, or suppliers.
3. Provide supportable evidence that due diligence has been performed in an objective market analysis and proof of fair and reasonable pricing.

**Conflict of Interest Statement**

[ ]  I attest that the WDB has identified any potential conflicts of interest, or appearance thereof, that may arise by awarding this contract, and appropriate firewalls have been established, as needed, to avoid conflicts of interest.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:

Title:

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| **DWD-DET Office Use Only:**[ ]  Approved [ ]  Denied; Provide rationale for denial:      DWD-DET Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:       |