

**TOWN OF CASTLE ROCK  
SOLE SOURCE JUSTIFICATION FORM**



State of Colorado Procurement Rule R-24-103-205-01 states the following two criteria must be met for sole source procurement:

- ✓ There is only one good or service that can reasonably meet the need, and
- ✓ There is only one vendor who can provide the good or service.

You must complete this form **BEFORE** beginning any sole source procurement.  
All justifications must be printed legibly or typed on this form.

DATE: \_\_\_\_\_

REQUESTORS NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PHONE #: \_\_\_\_\_

Recommended Sole Source procurement action with:

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

GOOD/SERVICES REQUESTED: \_\_\_\_\_

**QUALIFICATION QUESTIONS**

- |  |     |    |
|--|-----|----|
| 1. Are the goods or services proprietary to the contractor?                | Yes | No |
| 2. Is the recommended company the manufacturer?                            | Yes | No |
| 3. Is there another contractor capable of providing the goods or services? | Yes | No |

If yes, please explain why another contractor is not an option.

**Why do you need to acquire?**

**EXPLANATION**

**SIGNED BY DEPT.**

**DIRECTOR:** \_\_\_\_\_

**APPROVED BY FINANCE:** \_\_\_\_\_

**PURCHASING USE ONLY**

**DATE RECEIVED IN PURCHASING:** \_\_\_\_\_

**COMMENTS:**