

Sole Source Website Posting Justification Form

Date: 11/15/2017

Department: Sheriff's Office

Requisition #: REQ1800592

SS#:FY1718-003

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

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:

TransUnion TLO

2. Nature of Purchase:

Investigative purposes for Deputies within the office.

3. Amount of Purchase:

\$1,800.00 Annually

4. What will it be used for:

Civil processing of paperwork, will allow deputies to locate citizens, suspects, and vehicle recovery. Also, to include addresses, contact numbers, and work information.

5. Quantity Being Requested:

Annual fee of \$1,800.00. (\$150/monthly)

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:

Elected Official/Department Supervisor 11/15/2017
Date

Finance Department 11/20/2017
Date

Approved:

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

FINANCE USE ONLY

Posting Begin Date

11/21/2017

Posting End Date:

12/21/2017