

Sole Source Website Posting Justification Form

Date: 6/9/21

Department: Human Resource

Requisition #: REQ2100

SS#:FY20/21-005

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: **S Resource Inc.**

2. Nature of Purchase: **Position Classification Compensation Plan**

3. Amount of Purchase: **\$18,500.00**

4. What will it be used for: **To evaluate County employee position, classify them correctly and accurately and assign salary commensurate with the position and conduct a market study for salaries.**

5. Quantity Being Requested: **N/A**

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 6/9/21
Date

Finance Department 6/9/21
Date

Approved:

County Manager's Approval (\$5,000.00) 6/9/21
Date

FINANCE USE ONLY

Posting Begin Date	6/18/21
Posting End Date:	7/18/21