



**ALBUQUERQUE HOUSING AUTHORITY**  
Empowering people in our community through affordable housing and self-sufficiency opportunities

**Sole Source Justification Request Form**

**Determination:** A sole source determination is not effective until the sole source request for determination has been posted for thirty (30) calendar days without challenge, and subsequently approved and signed by the Executive Director or Chief Procurement Officer. Posting period may not apply to requests using Federal Funds.

**Term:** Award of Sole Source Procurement Contract will stay on file for the term of the contract. Renewal of Sole Source Procurement must be re- submitted for new term.

**SECTION 1: Requestor Information**

Requisition number (if applicable) \_\_\_\_\_ Department \_\_\_\_\_  
Requested By: Name \_\_\_\_\_ Email \_\_\_\_\_

**SECTION 2: Request for Details** – Please provide Buyer the vendor quote and/or proposal.

Proposed Vendor Name \_\_\_\_\_ Estimated Cost \_\_\_\_\_  
Estimated Quantity \_\_\_\_\_ Term \_\_\_\_\_

**SECTION 3: Description of Goods/Service to be procured** (For descriptions and explanation fields, please use and attach additional pages as needed)

**SECTION 4: Description of unique specifications, exclusive, one of a kind characteristic of commodity/service.** Focus on what is unique about the goods/services and why no other vendor could meet your needs.

**SECTION 5: Sole Source Considerations (Check applicable considerations)**

- Vendor is the sole manufacturer and sole distributor. (Attach applicable documents)
- Exclusive Design: Item or service possesses a unique function or capability critical in the use of the item or service and not available from any other sources. (Attach explanation)
- Replacement or Compatibility of Existing Equipment: The purchase is for equipment associated with use of existing equipment where compatibility is essential for integrity of results. (Provide manufacture and model number of existing equipment)
- Federal or state appropriation names vendor as condition of funding. (Attach copy of Grant that names vendor.)
- Renewal of support/maintenance/subscription of software licenses, technology, or other intellectual property. (Attach explanation)
- Purchase of books, periodicals, and staff training materials in printed or electronic format from the publishers or copyright holders thereof.
- Staff Professional Development/Training/Workshops/Registration/etc.
- Conference Registration & Memberships
- Travel, meals & lodging
- Other (Attach explanation)

Requester Name \_\_\_\_\_

Date \_\_\_\_\_



/abqha



/HousingABQ



Equal Housing Opportunity Agency



**Procurement Sole Source Written Determination Form**

**SECTION 1: Buyer Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**SECTION 2: Due Diligence Performed in Determining the Basis for Sole Source Procurement**

Signatures below signify sole source recommendation.

\_\_\_\_\_  
Buyer

Date posted on GSD/  
Sunshire Portal website: \_\_\_\_\_

\_\_\_\_\_  
Date

The following certifies this as sole source procurement for Albuquerque Housing Authority:

1. The signature of the Executive Director or Chief Procurement Officer or Designee on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
2. This sole source is granted as of the date of signature by the Executive Director or Chief Procurement Officer or designee.

APPROVED:

\_\_\_\_\_  
Executive Director or Chief Procurement Officer or Designee

\_\_\_\_\_  
Date

Cc: Procurement File

Revised 09/2020