

Sole Source Website Posting Justification Form

Date: 4/20/18

Department: Assessor

Requisition #: REQ1801155

SS#:FY1718-007

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:

Apex Software

2. Nature of Purchase:

Maintenance Renewal and Software Support

3. Amount of Purchase:

\$940.00

4. What will it be used for:

It is being used by the Appraisal Department in sketching of buildings for valuation.

5. Quantity Being Requested:

4 License Maintenance Renewal @ \$235.00 each

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 4/20/2018
Date

Finance Department 4/26/2018
Date

Approved:

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

FINANCE USE ONLY

| | |
|---------------------------|-----------|
| Posting Begin Date | 4/27/2018 |
| Posting End Date: | 5/28/2018 |