



City of Fitchburg, Massachusetts
Purchasing Department

SOLE SOURCE PROCUREMENT REQUEST

VENDOR: _____

ADDRESS: _____

EMAIL: _____

Describe the supply/service you are requesting a sole-source procurement for:

AMOUNT: _____ (Sole source procurement may not exceed \$50,000)

START DATE: _____

END DATE: _____

Describe your efforts to conduct a reasonable investigation into whether there is another practicable source for this supply/service (attach additional pages if necessary):

State the reason for your determination that the above vendor is the only practicable source:

Department Head Signature

Date

The Chief Procurement Officer, after reasonable investigation, finds that the above Vendor is the only practicable source for the above supplies/services; therefore, the Department is hereby authorized to purchase the above as sole source procurement under MGL c. 30B, §7.

Mary A. Delaney
Chief Procurement Officer

Date