



**APPENDIX B  
LIVINGSTON COUNTY FISCAL SERVICES  
SOLE / SINGLE SOURCE JUSTIFICATION**

**SOLE SOURCE / SINGLE SOURCE JUSTIFICATION**

Select one of the following reasons and provide a detailed explanation for the choice selected:

- Only one known source can provide the commodity or service.
- Unique source (commodity/service is unique or special in nature), as determined by the County Administrator or designee.
- Compatibility (i.e., a specific piece of equipment to be compatible with an existing equipment system).
- Limited or proprietary systems (i.e., additional licenses, updates, specialized replacement parts, et. al.).
- A professional expert is requested.
- Authorized or required by Federal/State law or by Livingston County ordinance.
- Unusual and compelling urgency (serious injury, financial or other to Livingston County). There is insufficient time for competitive purchase due to an immediate, unexpected need (i.e., to prevent hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the County).

**Explanation:**

**PIGGYBACK CONTRACT**

- Purchase will be made from an existing cooperative contract.

Contract Holder:

Contract Number/ Expiration Date:

**AUTHORIZED SIGNATURES**

Department Director:	Name of Requestor (type or print):
Date:	Name of Department:
County Administrator/Designee:	Name (type or print):