# HC_blue_black logo

# Tier 5 Emergency/ Unusual/ Sole Source Procurement Request

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| Requestor: |  |
| Requesting Department: |  |

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| **Background** |
| 1. Provide a brief explanation of the product and/or service needed: |
|  |
| 1. How does this fit into your department’s function? |
|  |
| 1. Does this product and/or service work with other products and/or services your department uses?  Yes  No |
| 1. If yes, please explain. |
|  |

**Application of the Horry County Procurement Regulation:**

**12‐2‐1 Emergency and Unusual Procurements**

A. General - An Emergency and Unusual Procurement is the acquisition by

Horry County of personal property, services, and improvements to real

property without using any of the procurement methods included within Tiers

Two through Four. *Horry County is justified in rejecting the use of the*

*procurement methods included in Tiers Two through Four when it has a need*

*that must be satisfied immediately or when the need includes an unusual or*

*unique requirement that the use of the procurement methods included within*

*Tiers Two through Four would not responsibly satisfy or further the interests*

*of Horry County*. When such situations arise, Horry County may conduct an

Emergency and Unusual Procurement.

B. The Procurement – *When a need must be satisfied immediately or the need*

*includes an unusual or unique requirement, the procurement to satisfy that*

*need may be accomplished in any reasonable manner.*

**12‐2‐2 Sole Source**

A. General – A “Sole Source Procurement” is an acquisition in which Horry County

acquires supplies or services by negotiating with and letting a contract to only one source.

B. Justification for Use - Because a Sole Source Procurement is completely inconsistent

with Procurement Guiding Principle Four, Maximum Practicable Competition*, it is only*

*permissible when an Horry County need can be satisfied by only one supplier.* A Sole

Source Procurement shall not be used when a single proprietary item or items are the

only item or items that will satisfy the Horry County need, *but that item or those items*

*are available from multiple sources.* There may be some situations, however, that require

a Sole Source Procurement that are not justified on the basis that only one source exists.

It may be that the need itself requires only one supplier. *The following are examples of*

*circumstances which could necessitate the use of a Sole Source Procurement:*

*1. Where the compatibility of equipment, accessories, repair, or replacement parts is a*

*significant consideration; or*

*2. Where a sole supplier's item is needed for trial use or testing; or*

*3. Where regulated public utility services are to be procured.*

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| Tier 5 Request (check only one) |
| Emergency Procurement Unique Procurement  Sole Source Procurement |

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| --- |
| **Justification** |
| Why is an emergency procurement, unique procurement, or sole source procurement needed? |
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**Additional Information:**

|  |  |
| --- | --- |
| 1. Has Risk Management been consulted and insurance requirements addressed? If Yes, Please attach concurrence. | Yes  No  Not Applicable |
| 1. Has County Legal been consulted and terms and conditions approved?   If Yes, Please attach concurrence. | Yes  No  Not Applicable |

**Supported by: Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**ACA for Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**Procurement Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**Approved: County Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**