

**SOLE SOURCE DETERMINATION**

River Valley Child Development Services has been requested to approve a sole source purchase for the commodity or service described below. The first step is to determine whether the commodity or service is a sole source procurement.

If you believe your company meets the required experience and qualification criteria stated below, please e-mail the person listed below to express your interest in the project. Also please forward any and all information that will support your company's compliance with required qualification criteria along with any other pertinent information relative to this project.

RVCDS Program: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Proposed Sole Source Vendor: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Detailed Description of Project:

RVCDS Use Only Requisition # _____
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