	STANDARD FORM	Document ID	TNCL-FIN-FRM-0013
		Document Owner	Finance Manager
	SOLE SOURCE JUSTIFICATION FORM	Revision	00
		Approval Date	2 nd June 2026

SOLE SOURCE JUSTIFICATION

For use with all funding sources


Account #(s):	Supplier:
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TYPE OF PROCUREMENT:

Sole Source: Only one supplier is capable of supplying the required commodity or service. Tembo Nickel engages one supplier based on below written justification.

JUSTIFICATION: (Select one)

<input type="checkbox"/>	Only known supplier. (<u>List the suppliers</u> who were contacted below and the specific reasons <u>why each was not a viable source</u>).
<input type="checkbox"/>	Only known qualified supplier. (List of the qualifications that each source or item meets. If another supplier offers a similar item, <u>provide the item identification, supplier information and comparable pricing</u>).
<input type="checkbox"/>	Supplier is proprietary or unique. (The selected supplier is the only provider of this item or service. <u>List the reasons why</u> no substitute item can be used, and if no similar item is available).
<input type="checkbox"/>	Continuation of an ongoing service or addition to a critical system already procured from that supplier. (<u>List the reasons why</u> it would not be cost effective and/or schedule effective and/or technical risk mitigation prudent to procure with another supplier for this procurement).

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DESCRIPTION & REASONABLENESS OF PRICE: (Provide written explanation, technical reasoning and/or evidence of the claim)

I certify that the statements checked and information provided above are complete and correct to the best of my knowledge. I understand that the processing of this sole source justification precludes the use of full and open competition.

DEPARTMENT SIGNATORY


SIGN: _____ DATE: _____

PRINTED NAME: _____

SOLE SOURCE JUSTIFICATION GUIDELINES

Staff are responsible for providing and certifying accurate and complete necessary data to support their recommendation for other than full and open competition. The justification must demonstrate that only one company can perform. The following are examples of explanations for a Sole Source Justification (SSJ):

- a) The supplies/services to be acquired are unique.
- b) Time is of the essence, and only one known source can meet TNCL's needs within the required timeframe; administrative delays do not justify urgency for SSJ.
- c) Data is unavailable for competitive procurement.
- d) It is necessary that the item being acquired be compatible and interchangeable with existing equipment.

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e) The value of procurement should not exceed USD 10,000.00.

**** IMPORTANT ****

- The two most often cited reasons for SSJ are uniqueness and timeframe. These are often confused and inappropriately interchanged. If a supplier is unique and if their uniqueness is adequately substantiated, a discussion of the timeframe is inappropriate. If the basis for the SSJ is a timeframe, a discussion of uniqueness should not be made or alluded to.
- Statements that a supplier has the best capability or offers the lowest price are not based on an SSJ. Such determinations can only be made through full and open competitive processes.
- Rationale, that the recommended source is the most highly qualified to perform, but does not establish why other sources cannot perform, is not acceptable.
- Incumbency does not justify an SSJ.
- Administrative delay or lack of adequate advanced planning resulting in urgency does not justify an SSJ.

Reasonableness of Price

A few ways that this can be documented are listed below:

- The vendor’s published price list and documented discount.
- Invoices or cost sheets from prior state contracts.
- Comparisons of other vendors' prices for similar products/services Request for Quote (RFQ).
- Comparison to similar purchases by other entities.
- Price or cost analysis.
- Historical cost or price comparison.