

S A M P L E
STATE OF WASHINGTON
[Agency Name]
SOLE SOURCE POSTING

This is a sample announcement for potential sole source award for sole source contracts greater than \$10,000. (Delete this note before posting.)

The [agency] contemplates awarding a sole source contract to [contractor] to provide [description of the scope of work].

[Include information explaining the rationale or basis for sole source decision, such as follow-on nature of work, unique expertise, etc.]

The contract will be issued on or about [enter date] for [enter number] months with [enter any options for extension]. The dollar value is estimated at [enter contract value].

Offerors contemplating the above requirements are required to submit capability statements detailing their ability to meet the state's requirements by [due date of proposals or capacity statements, i.e. within five (5) calendar days of this announcement]. The following information should be included in the capability statements: [add a list of items that need to be included].

In the absence of other qualified sources, it is the state's intent to make a sole source award of the contract.

To submit capability statements or for questions, contact:

Contact Name:

E-mail:

Phone: