

STATE OF WASHINGTON

Department of Enterprise Services

# SOLE SOURCE POSTING

DATE (MONTH DAY, YEAR)

The AGENCY, contemplates awarding a sole source contract to NAME OF PROSPECTIVE VENDOR to provide DESCRIPTION OF PRODUCT, EXPERTISE, AND/OR SERVICES.

AGENCY requires RATIONALE AND JUSTIFICATION FOR SOLE SOURCE CONTRACT IN DETAIL PROVIDED HERE.

AGENCY will enter into a ONE (1) YEAR contract with NAME OF PROSPECTIVE VENDOR. The contract will be issued on or after DATE (MONTH DAY, YEAR) and will continue for a NUMBER year initial term. The cost of this ONE year contract is $00,000. AGENCY may opt to extend the contract for an additional THREE (3) times in ONE (1) YEAR INCREMENTS if required. AGENCY determines that each optional additional ONE YEAR EXTENSION would result in equal (and/or slightly higher) consideration being added to the total contract value.

Offerors contemplating the above requirements are required to submit capability statements detailing their ability to meet the state’s requirements within ten (10) working days of this announcement.

Vendor capability statements should address how they are qualified and capable of performing the following requirements:

# FIRST SPECIFIC DETAIL THAT NEEDS TO BE ADDRESSED IN CAPABILITY STATEMENTS GOES HERE;

* SECOND SPECIFIC DETAIL THAT NEEDS TO BE ADDRESSED IN CAPABILITY STATEMENTS GOES HERE;
* THIRD SPECIFIC DETAIL THAT NEEDS TO BE ADDRESSED IN CAPABILITY STATEMENTS GOES HERE; and

# FOURTH SPECIFIC DETAIL THAT NEEDS TO BE ADDRESSED IN CAPABILITY STATEMENTS GOES HERE.

In the absence of other capable sources, it is the state’s intent to make a sole source award of the contract. To submit capability statements or for questions, contact:

Name: Contact Person Phone: 360.999.5555

Email: [First.Last@des.wa.gov](mailto:First.Last@des.wa.gov)