



Sole Source Justification

General Information	
Unit/Department: Housotn IT Services	Date: 5/17/2016
Contact Name: Somayya Scott	Phone No. 832-393-0082
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Vendor Information	
Name: SHI Government Solutions	Requisition No.
Address: 13015 Mo Pac Expressway, Ste 375 Austin, TX 78746	Purchase Order No.
	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.
Microsoft Enterprise Agreements to include licenses- annually

Type. Please select one of the options and explain below.
<input checked="" type="checkbox"/> Single Source <input type="checkbox"/> Proprietary/Copyright Restrictions <input type="checkbox"/> Equipment Compatibility <input type="checkbox"/> Patented Product <input type="checkbox"/> Exclusive or Unique Capability <input type="checkbox"/> Only economically feasible source Other: _____
Explanation: Why is this product or service the only one that would satisfy the requirement(s)? SHI Government Solutions is currently the sole source LSP designated to manage the State of Texas DIR State Microsoft contract and therefor the only vendor through which we can acquire Microsoft services and products.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

Department Recommendation	
Requestor: Somayya Scott	Date: 5/17/2016
Department Director: Tina Carkhuff	Date: 5/17/2016

Chief Procurement Officer's Approval	
Signature: _____	Date: _____