

# WASHOE COUNTY SOLE SOURCE PURCHASE REQUEST FORM

This form is required for sole source approval of any of the following:

**Non-grant funds:**

- Equipment or supplies exceeding \$50,000
- Professional Services exceeding \$50,000

**Grant funds:**

- Equipment or supplies exceeding \$50,000
- Professional Services\* exceeding \$50,000

\*Note: Noncompetitive awards to professionals or consultants that are on retainer contracts are restrictive of competition and not allowable under OMB guidelines.

DEPARTMENT Health District - Community and Clinical Health Services  
REQUESTOR'S NAME Christina Sheppard PHONE # (775) 328-2477  
REQUISITION NUMBER \_\_\_\_\_ DATE 04/09/2025  
RECOMMENDED SOLE SOURCE SUPPLIER Merck  
ESTIMATED DOLLAR VALUE OF PROCUREMENT (ANNUALLY) \$ 150,000.00

Description of good or service requested:

Vaccines

Unique features/qualifications required that are not available from another supplier:

Merck vaccines manufacturer vaccines that protect from many diseases that are not manufactured by other pharmaceutical companies. Buying direct from Merck costs less than the private sector costs reported by vaccine manufacturers annually to the CDC.

Were other options sought?

- If yes, why were they unacceptable? If no, why were alternatives not reviewed?

Yes, CDC annually provides a comprehensive pricing report based on vaccine manufacturers information. Merck offers better prices when purchased directly from the manufacturer than through other sources.

What efforts were made to determine there was no competition for the service or good and how was it determined the price for the purchase is fair and reasonable?

No other vaccine manufacturers offer vaccines recommended by the Advisory Committee on Immunization Practices to fulfill the CDC vaccine recommendations across the lifespan to protect against measles, mumps, rubella, varicella and human papillomavirus. Purchasing Merck vaccine directly is less expensive than private sector

I have read and understand the Policies and Procedures of the Board of County Commissioners including the Washoe County Grants Manual (if applicable) with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County and grant funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or supplier specified fit the County's sole source criteria for the following reasons:

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

Christina Sheppard, APRN  
Signature of Requestor

Christina Sheppard, APRN  
Print Name

[Signature]  
Signature  
Department Head Approval

ERIN DIXON  
Print Name

**For completion by the Purchasing Division:**

( ) Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115.

( ) Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332.\_\_\_\_\_.

( ) Sole source justification is adequate and exempt from competitive procurement requirements Uniform Guidance 2 CFR Pt. 200.320.

( ) Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

\_\_\_\_\_  
Signature  
Purchasing and Contracts Manager  
(or authorized representative)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date