

597—5.4(225B) Sole source or emergency selection process. The council may, within specific project parameters under Executive Order number 50 and department of revenue preaudit procedures, elect to award a contract under the sole source or emergency option.

5.4(1) *Justification for sole source selection.* Sole source selection procedures may be justified when one of the following conditions exists:

a. Only a single source is determined to be qualified or eligible or is obviously the most qualified or eligible to perform the project.

b. The work is of such a specialized nature, or related to a specific geographical location, that a single source is determined to be qualified or eligible to perform the service.

c. Sole source selection shall automatically apply to contracts under \$1000 plus allowable travel expenses.

5.4(2) *Justification for emergency selection.* Emergency selection procedures may be justified when it is determined that normal selection procedures would unduly delay the initiation of critically needed work or impose unjustifiable costs on the council.

5.4(3) *Approval of sole source or emergency selection.* Sole source or emergency selection shall be approved by action of the council. The justification for use of sole source or emergency selection and the basis upon which a particular source is selected shall be documented and maintained on file.