

**Purchase Requisition No.:****Proposed Contractor:****Sole Source Justification**

Purpose: Procurement by noncompetitive proposal is referred to as a sole source procurement. It is procurement from one source. Sole source procurements must adhere to requirements set forth in 2 CFR § 200.320(f) in Uniform Guidance.

A Sole Source Justification is required when the estimated value of the goods and services to be procured non-competitively for contracts, consulting agreements, and purchase orders over \$10,000 under US Federal Government Prime Awards (Grants, Cooperative Agreements) or Uniform Guidance Procurements.

Complete Sections I, II and III to request approval to enter into a noncompetitive contractual relationship with a contractor under a Federal award when the anticipated cost will exceed \$10,000.

I. Description of the Product or Service. Provide a brief description of the product and/or service in the box below, include manufacturer and model # as applicable.

II. Justification for Sole Source Procurement. This justification must meet one of the four qualifying conditions listed below. Select one of the qualifying situations and include adequate information in the box below to address the corresponding elements.

1. **Product/Service is only available from a single source.** If the product or service is available only from one source, please provide details regarding the following:

- a. Uniqueness of the product or service to be procured (including copyrights, intellectual property proprietary or patent issues, if applicable)
- b. Incompatibility with existing systems, conditions; use of another/new contractor would require considerable training, time and money.
- c. Requested product or service is essential in maintaining research continuity in the following manner:
 - i. Requested product or service is being used to continue the research
 - ii. For compatibility of research results, the same service or product is required
- d. When the value of action is over \$250,000, document independent market research and discussions with subject matter experts to corroborate that the

ADDITIONAL GUIDANCE

Provide a description of how your investigation was conducted and how you determined your request may be a sole source. (Internet, publications, consultations) List all sources identified and investigated to determine that no other source exists for similar products capable of meeting requirements. (If necessary, provide additional sheets)

If there are other suppliers of similar goods or services, provide a side-by-side comparison of key features/ specifications/qualifications that clearly distinguishes your selection as the only source of these goods/services that will meet your specified requirements. If you are attaching the side-by-side comparison in an excel spreadsheet, please note that in the box below and attach the excel spreadsheet when submitting this document (If necessary, provide additional sheets)

ITEMS TO CONSIDER IN EVALUATION

Below is a checklist intended to help evaluate a sole source request. The sole source approval request only needs to meet one of the qualifying situations listed on this checklist. ***All the conflict of interest of interest items must be addressed in the justification.***

Item Only Available Through a Single Source

- Does independent research through internet searches or discussions with subject matter experts corroborate that the item is available only from a single source?
- Does the request demonstrate the uniqueness of items or services to be procured from the proposed contractor or vendor (e.g., compatibility or patent issues, etc.)?
- Does the request demonstrate and support how it determined that the item or service is only available from one source (e.g., market survey results, independent agency research, patented or proprietary system)? Does the request demonstrate a significant need for contractor's expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project)?

Public Emergency

- Is there a public emergency such as a natural disaster or catastrophic event?
- Has there been a declared state of emergency in which these goods and services will be needed? Is there an immediate health or safety concern?

Inadequate Competition

- Does the request adequately describe the efforts to competitively contract for this item? For example, were requests for proposals or bids conducted and what was the nature of the responses?
- Does the request adequately describe the efforts to ensure the contract pricing is fair and reasonable?
- Does the request provide results of a market survey to determine competition availability or explained why no survey was conducted?

Conflict of Interest/Suitability/Procurement Standards (*justification must address all items*)

- Does the request ensure there is no conflict of interest with the proposed vendor?
- Was the Excluded Parties List was checked by HJF and the proposed vendor has not been debarred from receiving federal funds?
- Does the request include evidence that the procurement will be competed in compliance with the organization's procurement policies and the procurement standards outlined in the sponsor guidance and the Uniform Guidance, including the required contract provisions.