Once you have identified an agency need that will require a formal contract, please notify procurement to determine the method of procurement.

**Sole Source Procedures**

Sole Source – is authorized when there is **ONLY ONE** source practicably available for the goods and/or services required. There is no other competition available. If the service or product is restricted to one manufacturer but sold by distributers it is not a Sole Source because competition is available.

Sole source justification based solely on a single vendor’s capability to deliver in the least amount of time is not appropriate since availability alone in not a valid basis for determining a Sole Source Procurement. The Procurement Officer will be responsible for following Chapter 8 of the Agency Procurement and Property Surplus Manual (APSPM), but may require assistance regarding the specific need of procurement; keeping that in mind the following steps will assist procurement with securing the best possible product or service at the best possible price.

1. Research your training/ topic for available sources to be submitted with your request.

1. Please notify the Agency Procurement Officer before starting negotiations for a Sole Source to establish if your required product or service is a Sole Source.

1. Create a Statement of Work/Scope of Work
2. Request a quote/proposal from the vendor/manufacturer
3. Negotiations shall be conducted and documented. We are required to negotiate with the vendor on every Sole Source and Request for Proposal.
   1. We can negotiate price, deliverables and contract terms, etc.
4. Once we have your negotiated cost document the results and prepare a requisition for your Division Director’s approval.
   1. If the total cost of the procurement will be over $5000, the agency head or his/her designee’s approval will be required. The Agency Procurement Officer will be responsible for obtaining these signatures as part of the packet that must be submitted to the Director’s office.
   2. Please indicate on the requisition if a discussion with Director is needed concerning the request. The Sole Source packet shall not be submitted directly to the Director’s office. The Agency Procurement Officer will submit the packet.
   3. *All sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at $150,000), must receive prior approval from the grant-making component before entering into the contract.*
5. Answer the four (4) Sole Source questions thoroughly. Please do not simply copy and paste the resume’ of the vendor. Sole Source questions should be uniquely answered based on need. The whole idea is to justify why this is the only vendor capable of meeting this agency need. Research and document all requests. If this service has been provided before within a division or in another section, agency and/or group, please provide this information to the Procurement Officer with a name and contact number of the point person; alternatively, you can contact them directly to obtain the cost that they paid, the scope for the service and whether or not they were able to negotiate additional terms.
6. Submit the approved requisition, scope of work, quote from the vendor, the answers to the four (4) Sole Source questions, negotiation points and results along with the research and justification to the Procurement Officer so the packet can be submitted to the Director’s office for approval.
7. Please allow at least two weeks for the approval process.
8. Once the Procurement Officers obtains the required approvals and a purchase order number has been assigned the Procurement Officer will mail a copy of the Sole Source, scope of work and standard contract to the project manager for the signature authority to sign and return. The Procurement Officer will assign a Contract Administrator to the project with notification that the purchase order has been issued and work can begin on the project.
9. The Contract Administrator should notify the Procurement Officer if there are any issues with the contract during the contract period. **The requestor will be assigned to administer this contract as the “Contract Administrator”. A Contractor Performance Evaluation form is required and shall be submitted to the procurement mid contract and at contract closeout prior to final payment.**
10. Once the contract requirements are complete please notify the Procurement Officer so that the contract can be closed out. An email with the Contractor Performance Evaluation form attached will be sufficient.

**Sole Source Questions**

1. **Explain why this is the only product or service that can meet the needs of the purchasing agency**.
2. Explain why this vendor is the only practicably available source from which to obtain this product or service.
3. **Explain why the price is considered reasonable.**
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.