

Sole Source Justification Guidelines

Uniform Guidance states:

End users may conduct sole source procurement through solicitation of proposals from **only one source when one or more of the following circumstances apply:**

A. The item/service is available only from one source. If this is the case, end users please provide:

A1. How one determined that the item or service is only available from one source (i.e., market survey results, independent agency research, patented or proprietary system - explain)

A2. Explanation of the need for contractor's specific expertise linked to the/a current project (i.e., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project - explain)

A3. This letter of justification must come from the end-user – NOT the company. The company may write a justification to add information, but they are not the determining factor.

B. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. End user, please provide:

B1. Description of the public exigency or **emergency**

B2. Need for the contract and period of performance (how long will it take?)

B3. Impact on project if deadline/dates are not met (detriment to.....)

B4. How long it would take an alternate contractor to reach the same required level of competence (equate to dollar amounts, if desired)

B5. Any additional information that would support the case in this emergency

C. Competition is determined inadequate after solicitation of a number of sources.

C1. Results of a market survey/research to determine competition availability; if no survey was conducted, please explain why not

C2. Requests for quotes were denied/unavailable (add documentation)

C3. Add additional information that would support the case of no competition being available