

SOLE SOURCE APPROVAL	Appendix 1
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Project Manager: _____ Date: _____

Contractor/Consultant/Vendor: _____

Project Number: _____ Contract Amount: \$ _____

Project Description:

Notice: Contracting without providing for full and open competition is prohibited unless justified on one or more of the boxes below. A requisition must be attached to this form.

THE FOLLOWING MUST BE ANSWERED AFFIRMATIVELY
BY MARKING THE BOXES BELOW, YOU ARE AFFIRMING THAT THE FOLLOWING STATEMENTS ARE TRUE. ☐ The need for a sole source is not due to a failure to plan or a lack of advanced planning. ☐ The need for a sole source is not due to concerns about the amount a Federal assistance available to support the procurement (for example, expiration of Federal assistance available for award).

JUSTIFICATION FOR AWARD OF SOLE SOURCE CONTRACT (W/FEDERAL FUNDING)
☐ Staff solicited competitive bids and was unable to obtain a responsive bidder. ☐ The grantor agency providing the federal funds has approved sole source procurement. ☐ The service is only available from a single source because contractor will be required to use confidential information, intellectual property, or trade secrets owned by contractor. ☐ The federal grantor agency made the award of funds being used based on RTPA's use of a particular team of contractors, and the contractor listed above is one of the team members identified in the funding application. ☐ The work is necessary to continue development or production of highly specialized equipment or components thereof, and it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition or when it is likely that award to another contractor would result in unacceptable delays in fulfilling RTPA's needs. ☐ Sole source is authorized by statute, or only one contractor can comply with specific statutory requirements. ☐ A national emergency exists, and a particular facility or contractor is needed to achieve mobilization. ☐ The disclosure of RTPA's needs in a public procurement process would compromise national security. ☐ A particular expert or neutral person's services are needed for a current protest, dispute, claim, or litigation. ☐ A competitive procurement is precluded by the terms of an international agreement or treaty or the written directions of a foreign government providing reimbursement for the cost of the supplies or services. ☐ To establish or maintain an educational or other nonprofit institution or a federally funded research and development center that has or will have an essential engineering, research, or development capability.

ADDITIONAL JUSTIFICATIONS FOR AWARD OF SOLE SOURCE CONTRACT (W/NO FEDERAL FUNDING)

- ☐ Only one contractor/consultant/vendor who can provide unique/highly specialized item/ service.
- ☐ Economy or efficiency supports award to existing contractor/consultant as a logical follow-on to work already in progress under a competitively awarded contract.
- ☐ Cost to prepare for a competitive procurement exceeds the cost of the work or item.
- ☐ The item is an integral repair part or accessory compatible with existing equipment.
- ☐ The item or service is essential in maintaining research or operational continuity.
- ☐ The item/service is one with which staff members who will use the item/service have specialized training and/or expertise and retraining would incur substantial cost in time and/or money.

EXPLANATION: