Sole Source Checklist Instructions

* A Sole Source Checklist must be completed for any purchase of services that does not involve a competitive process.
  + A competitive process at the minimum is soliciting at least three bids for vendors.
* The grantee should draft the answers to this document from their point of view in justifying their choice not to competitively bid this purchase out.
* The grantee should answer all questions and their subparts.
  + If a question does not apply then does not apply is an appropriate answer.
* All answers to Yes or No questions should begin with either Yes or No.
* Answers should contain as much information as possible.
* The grantee should only sign the document once it has been approved by the Authority.

**1)** What are the services or items that will be contracted for and how do these services or items fit into your agency’s program?

* The grantees should provide detail what services are being purchased.
  + This should resemble what is detailed in the interagency agreement’s budget narrative.
* The grantees should provide detail why these services are needed for further the program.
  + This should resemble what is detailed in the interagency agreement’s Exhibit A.

**2)** Explain the necessity to make a non-competitive, sole-source procurement by answering the following:

1. What is the expertise and experience of the contractor?

* The grantee should detail the years of experience a contractor has at providing this services
* The grantee should detail what makes this contractor an expert in the services that they are providing.

1. What are the unique qualities of this contractor and why are those qualities necessary for the program?

* The grantee should detail what makes this contractor different than any other contractor in the field
* The grantee should also detail how those unique qualities are needed for the program.

1. Does the contractor have special management abilities that would benefit the program? If yes, what are these special management abilities?

* The grantee must first determine if the contract requires special management abilities
* The grantee must answer Yes or before providing any detail

1. How would the contractor be responsive to the needs of the program?
2. Does the contractor have knowledge of the program? If yes, how is this a benefit to the program?
3. Is this the ONLY contractor that can supply these kinds of services or items?

**3)** If applicable, explain any time constraints that would be involved in a competitive procurement by answering the following:

1. When does your agency want to start this service or purchase these items and why is this date important?

* The grantee should answer this question yes or no and then provide the justification.
* The grantee should detail the start date of when either the grant starts or the contractual services are to start
* The grantee should detail why this date was chosen.

1. Will the program be affected if the start date or purchase is delayed to allow for a competitive procurement? If yes, how will the program be affected?

* The grantee should answer this question yes or no and then provide justification.

1. How long would it take another contractor to reach the same level of competence as this contractor?

* This could be “not applicable” if there are no other contractors that provide the services being requested.

1. Are there financial implications if the start date or purchase is delayed for a competitive procurement? If yes, what are the financial implications?

* The grantee should answer this question yes or no and then provide justification.

1. When did your agency begin the search for a contractor for these services? Why didn’t your agency begin the search earlier to allow for a competitive bid?

**4)** Are there any other factors that support the sole source procurement? If yes, describe these other factors.