



Office of Criminal Justice Grants SOLE SOURCE JUSTIFICATION APPROVAL FORM

Email completed form to: criminaljustice@fdle.state.fl.us

Noncompetitive procurement, or sole source, is procurement based on the submission of a proposal/quote from only one source. Sole source procurements on a federal award must adhere to 2 C.F.R. §200.320(f), 200.407, and Section 3.8 of the Department of Justice Grants Financial Guide. Agencies intending to use non-competitive procurement practices must complete and submit this form to the Office of Criminal Justice Grants for approval. Please attach additional pages if more space is required.

Brand names do not constitute a legitimate request for a sole source procurement. For example, Taser is a brand name of "conducted electrical weapon" sold by Axon. However, "conducted electrical weapons" are sold by multiple different manufacturers/vendors.

Note: Failure to obtain approval for sole source prior to expending funds is at subgrantee risk. If the sole source is not approved, those costs may be disallowed on a reimbursement request.

Select Program:

Application/Grant Number:

Subgrantee:

Sole Source Category:

Total Amount of Sole Source Purchase:

SECTION I: Provide a brief description of the project, the amount designated for sole source procurement, the purpose of the item/service, and an itemized budget for the sole source amount.

SECTION II: Provide an explanation as to why it is necessary to procure the item/service in a noncompetitive manner. This description should address, at a minimum, each point below based on the sole source category selected above.

Single Source

- Uniqueness of items or services to be procured
- How agency determined item or service is only available from a single source
- Explanation of the need for the vendor/providers expertise in relation to the grant project

Public Emergency

- Description of emergency
- Need for the item/service in relation to the emergency
- Effects of delay on project activities if sole source is not approved

Inadequate Competition

- Describe result of market survey to determine available competition
- If no market survey was conducted, explain why

Office of Criminal Justice Grants

SOLE SOURCE JUSTIFICATION APPROVAL FORM (continued)

Section III: Conflict of Interest Certification

By signing below, I certify there is no conflict of interest between the subgrantee and the proposed vendor/provider. I also attest the Excluded Parties List (www.sam.gov) was checked and the proposed vendor/provider is not suspended or debarred from receiving federal funds. Finally, I certify this procurement complies with federal, state, and local laws and regulations.

Name:

Title:

Signature:

Date:



FDLE USE ONLY - Section IV: Sole source review checklist to assess and approve or deny a request for sole source procurements under a federal award. The sole source approval request only needs to meet one of the qualifying situations listed on this checklist.

For noncompetitive procurement due to SINGLE SOURCE:

- | | | | |
|--|------------|-----------|------------|
| a) Does independent research through internet searches or discussions with subject matter experts corroborate that the item is available only from a single source? | Yes | No | N/A |
| b) Does Section II demonstrate the uniqueness of items or services to be procured from the proposed vendor/contractor (e.g. compatibility issues, etc.)? | Yes | No | N/A |
| c) Does the request demonstrate and support how the agency determined the item or service is only available from one source (i.e. market survey, independent agency research, proprietary system)? | Yes | No | N/A |
| d) Does the request demonstrate a significant need for the vendor/providers expertise in relation to the grant project? | Yes | No | N/A |

For noncompetitive procurement due to PUBLIC EMERGENCY:

- | | | | |
|--|------------|-----------|------------|
| a) Is there a public emergency such as a natural disaster or catastrophic event? | Yes | No | N/A |
| b) Has there been a declared state of emergency in which these goods or services will be needed? | Yes | No | N/A |
| c) Is there an immediate health or safety concern? | Yes | No | N/A |

For noncompetitive procurement due to INADEQUATE COMPETITION:

- | | | | |
|--|------------|-----------|------------|
| a) Does the request adequately describe the efforts to competitively contract for this item (i.e. RFP/Bids, nature of response, etc.)? | Yes | No | N/A |
| b) Does the request adequately describe the efforts to ensure the contract pricing is fair and reasonable? | Yes | No | N/A |
| c) Does the request provide results of a market survey to determine competition availability or explain why no survey was conducted? | Yes | No | N/A |

Date Received:

Approved

Reviewed By:

Change Requested

Date:

Denied

SMAS Approval:

N/A for a Micro-purchase