



Criminal Justice Grants

SOLE SOURCE JUSTIFICATION APPROVAL FORM

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

All noncompetitive procurement (i.e. sole source) purchases made using federal funds must adhere to 2 C.F.R. §200.320(c), 200.407, and Section 3.8 of the Department of Justice Grants Financial Guide. Recipients who intend to use federal funds for noncompetitive procurement must obtain approval from FDLE's Criminal Justice Grants (CJG). Noncompetitive procurement in excess of \$250,000 will require additional approval from DOJ's Office of Justice Programs. In these instances, CJG will use the information submitted in this form, and in any applicable attachments, to submit a sole source Grant Award Modification (GAM) to DOJ.

Failure to obtain approval prior to expending funds is done at the Recipient's risk. If the sole source request is denied, the Recipient must provide quotes, bids, or other proof of full and open competition at the time of reimbursement.

NOTE: a) Brand names do not constitute a legitimate request for a sole source procurement. For example, Taser is a brand name for a "conducted electrical weapon" sold by Axon. However, "conducted electrical weapons" are manufactured and sold by multiple vendors. B) Patented features on a piece of equipment that is manufactured and sold by multiple vendors (such as a camera) are not sufficient justification for a noncompetitive purchase. C) A "sole source" letter from a vendor is not sufficient justification for a noncompetitive purchase.

Section I: General Information

Program:

Recipient Name:

Application/Award #:

Sole Source Vendor:

Total Cost:

Sole Source Category:

Grant-Funded Amount:

Section II: Project Information

Provide a brief description of the problem, the items/services to be obtained via noncompetitive procurement, how the items/services will address the problem, and an itemized budget for the total cost. Attach additional pages if more space is required.

Section III: Sole Source Justification

Provide an explanation as to why it is necessary to procure the items/services named above in a noncompetitive manner. This answer should address, at a minimum, each point shown below based on the sole source category selected in Section I.

Single Source: Describe the uniqueness of the items or services to be procured, how your organization determined the item and/or service is only available from a single source, and the need for this particular item/service in relation to the grant project.

Public Emergency: A description of the emergency, the need for the item/service in relation to the emergency, and the effects of a delay in project activities if sole source is not approved.

Inadequate Competition: Describe any efforts made to competitively contract for this item/service, and/or provide the results of the market survey that determined a lack of competition availability. If no effort was made to competitively contract and/or no market survey was done, explain why.

SOLE SOURCE JUSTIFICATION APPROVAL FORM (continued)

Section IV: Conflict of Interest Certification and Signatures

Conflict of Interest Statement

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

Signatures

I affirm the information on this form and within the attached documents is true and correct to the best of my knowledge. I understand that any funds expended for this sole source procurement is at the Recipient's own risk until approval is received from Criminal Justice Grants and/or the U.S. Department of Justice, Office of Justice Programs. I acknowledge that if this request is not approved, the Recipient organization must provide quotes, bids, or other proof of full and open competition in order to be eligible for reimbursement.

Signature:

Title:

Printed Name:

Date:



THE FOLLOWING SECTION IS FOR FDLE USE ONLY

Section V: FDLE CJG Sole Source Justification Review

INSTRUCTIONS: Answer the following questions to evaluate this sole source request, and indicate your decision below. If the sole source request is over \$250,000 notify the GALL a federal sole source GAM is required.

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 the response to Section III 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 response to Section III 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 response to Section III 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 Section III adequately describe the efforts to competitively contract for this item (i.e. RFP/Bids, nature of response, etc.)?	Yes	No	N/A
b) Does Section III adequately describe the efforts to ensure the contract pricing is fair and reasonable?	Yes	No	N/A
c) Does Section III 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 GSB:

Date:

Change Requested

SMAS Approval:

Date:

Denied

N/A for a Micro-purchase