

# GOODS AND SERVICES

## SINGLE SOURCE JUSTIFICATION FORM

This form is to be used when an agency believes an acquisition is a single source and the acquisition dollar amount is above \$2,500. ALP Certified Buyers can approve only up to their delegated authority, but not to exceed \$50,000. The Agency Head or Agency Head Delegate must sign if the acquisition is over \$50,000. If the request is over the ALP authority of the certified buyer or over \$50,000, the form must be submitted for approval to: Department of Administration, Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, Fax number 651.297.3996. The signed form must be retained in the purchasing file.

<b>DEPARTMENT NAME</b>	<b>DIVISION NAME</b>
<b>PROPOSED CONTRACT VENDOR</b> Company: Address:  Telephone: Web Address: Contact: E-mail:	<b>NEED IDENTIFIED (date)</b>
	<b>REQUESTED DELIVERY DATE</b>
	<b>QUOTED PRICE</b> \$ _____

**DESCRIPTION OF GOODS OR SERVICE REQUIRED:**

**SINGLE SOURCE CATEGORY** (Check applicable box, attach documentation or provide explanation below.)

<input type="checkbox"/> Legislation or appropriation mandates use of contract vendor (Legislation attached)	<input type="checkbox"/> Software license renewals, additions, or upgrades available from only one source
<input type="checkbox"/> Mailing lists, subscriptions or media advertising	<input type="checkbox"/> Brand compatibility available from only one source (no other distributors)
<input type="checkbox"/> Warranty voided if service provided by other contract vendor	<input type="checkbox"/> Other proprietary situation
<input type="checkbox"/> Other	

**THIS PROCURMENT IS A SINGLE SOURCE BECAUSE** (attach additional page if needed):

- NOTE: The following are unlikely to be sufficient single source justifications:**

  - ◆ Personal or agency preference for a product or vendor
  - ◆ Agency perception that the vendor is the best qualified (this should be determined through a competitive process)
  - ◆ Lack of agency planning resulting in limited time to conduct a competitive procurement
  - ◆ Past or existing relationship with the vendor
  - ◆ Special incentive or deal offered (can be assessed in open and competitive solicitation)
  - ◆ Agency convenience

### SEARCH

Minnesota Statute § 16C.02 subdivision 18 states: "Single source" means an acquisition where, **after a search**, only one supplier is determined to be reasonably available for the required product, service, or construction item.

A search was conducted consisting of: (check all that apply)

- Market research
- Other vendors contacted
- Public notice given, list
- Other

### RESULTS

AFTER THE SEARCH...

- no alternatives were identified
- no alternatives were deemed acceptable because (explain below):

**Describe the search from above in detail:**

### PRICE

Minnesota Statute § 16C.10 subdivision 1 states: The solicitation process described in this chapter is not required when there is clearly and legitimately only a single source for the goods and services and the commissioner has determined that the price has been fairly and reasonably established.

**Price has been fairly and reasonably established by:**

- Comparison to previous comparable purchases from a different vendor
- Independent estimate

- Comparison to public sector contract pricing
- Discount off published catalog pricing
- Market survey
- Other, explain:

**Describe methodology and results (attach any written supporting data, e.g., survey or market analysis):**

**CERTIFICATIONS**

**I certify:**

- 1) I recognize that state law requires the use of competitive solicitations unless exempted by law. I have reviewed the information and materials relevant to this procurement of goods and services, and am requesting approval of an exception to the competitive process for the reasons described;
- 2) the price to be paid to the proposed single source vendor is fair, reasonable, and provides the best value to the State of Minnesota; and
- 3) this request for an exception to the competitive solicitation process is not the result of inadequate advance planning or for purposes of securing the services of a preferred vendor.

**1. Signature of Person Requesting Single Source Status (Required)**

Printed Name	Signature	Date
Title	Phone Number	E-mail
		Fax Number

**2. ALP Certified Buyer** (ALP Certified Buyers can approve only up to their delegated authority, but not to exceed \$50,000.)

Printed Name	Signature	Date
Title	Phone Number	E-mail
		Fax Number

**SEND TO MMD WHEN ABOVE THE AGENCY BUYER'S DELEGATED ALP AUTHORITY**

**3. Agency Head or Agency Head Delegate Signature** (Agency Head or Agency Head Delegate must sign if the request is over \$50,000. The request must then be sent to MMD.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**4. Dept. of Admin, MMD** (ALP Certified Buyers can approve only up to their delegated authority, but not to exceed \$50,000. All other requests must be sent to MMD for consideration of the appropriate MMD staff.)

- Approved. You are given a one-time special delegation to process this Single Source acquisition.
- Approved. Please send an Open Market Requisition (OMR) to MMD to process.
- Not Approved. Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_