OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
SOLE SOURCE DETERMINATION (SSD)

(TO BE SUBMITTED TO OPTFM UPON COMPLETION OF RFIN)

AGENCY CONTACT INFORMATION SUBMITTING SOLE SOURCE DETERMINATION

Agency Name: _____

Agency Contact: _____Phone: _____

Agency Contact Email Address: _____

RFIN #: _____

SOLE SOURCE INFORMATION (Part A)

Vendor: _____

Vendor Contact:_____   Phone: _____

Vendor Contact Mailing Address: _____

Vendor Contact Email Address:_____

Vendor Contact Fax Number: _____

Date Form Submitted: _____ Commodity: _____

Other Description/Information: _____

Total Value $_____

QUALIFYING INFORMATION (Part B)

Were any objections to the sole source determination regarding this commodity received by the Agency?

☐YES   ☐ NO

If "yes", did the Agency appeal to PPRB?   ☐YES   ☐ NO

What was the outcome of the appeal to PPRB? _____

_____

_____

_____

_____

If Agency received no objections to sole source determination, complete entire form and submit with P-1 Request.

If PPRB approval received, please complete the remainder of this form and submit with P-1 Request. If PPRB did not approve, the Agency is required to submit the procurement of the commodity to an advertised competitive bid or selection process. Once competitive bid or selection process is complete, attach this form (SSD) as an internal attachment to P-1 request and do not complete (Part C).

PPRB APPROVAL RECEIVED (Part C)

What efforts were made by the Agency to determine that the proposed provider is the only entity that can provide the commodity needed?

_____
_____
_____
_____
_____

What efforts were made to ensure the best possible price for the commodity was obtained?

_____
_____
_____
_____
_____

Why is the commodity the only one that can meet the needs to the Agency?

_____
_____
_____
_____
_____

Why is the amount expended for the commodity reasonable?

_____
_____
_____
_____
_____

The following items must be attached to your P-1:

1. Letter from Agency head, or designee, outlining the results of the procedures that have been detailed above.
2. Copy of SSD form and any accompanying documents.
3. Copy(s) of OSS, if applicable.
4. Original quote, signed by Vendor. Electronic quotes do not require the signature of the Vendor.
   See 31-7-13(b) or 3.108.03.1 of Procurement Manual.