SOLE SOURCE JUSTIFICATION (SSJ)

General Information

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| Grant Number: |  |
| Procurement Title: |  |
| Name of Recommended Vendor/Consultant: |  |
| Estimated Contract Value: |  |

Justification for Proposed Sole Source

For more information on each category, please consult with your Grants Manager

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| Is this a continuation of previous work performed by the sole sourced vendor/consultant that cannot be reasonably carried out by another vendor/consultant? | YES  NO |
| Does only one vendor/consultant have the specified goods/experience or expertise to complete the assignment? | YES  NO |
| Was the vendor/consultant named in the Project proposal? | YES  NO |
| Is this an emergency, such as in response to a disaster, and for goods or services required immediately following the emergency? | YES  NO |

Rationale

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| 1. Provide a summary of the goods the vendor will provide or work the consultant will perform. |
| Click or tap here to enter text. |
| 1. Include **market assessment and analysis of alternatives:** explain the current levels of market competition and why the project goods, services or equipment cannot reasonably be competitively procured. Describe efforts to identify alternatives to the sole sourced vendor/consultant (demonstrate knowledge of the market, discussions with other organizations, etc.). |
| Click or tap here to enter text. |
| 1. Include **price-reasonableness analysis:** For goods, explain how the price was determined to be fair and reasonable. For goods, it might be considering the quality, delivery, and other factors. For services, this might be based on rates for past similar work or staff salaries or pay-bands for people with similar expertise. |
| Click or tap here to enter text. |

IMPARTIAL SELECTION & PURCHASER cERTIFICATION

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| Is there a conflict of interest present in the vendor/consultant selection?  *A conflict may be defined as a current or former employee of the organization, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the aforementioned parties, who has a financial, personal or other interest in the vendor/consultant selected for the award.* | YES  NO |
| Has any current or former employee of the organization solicited or accepted gratuities, favors, or anything of monetary value from the vendor/consultant? | YES  NO |

If you responded YES to any of the above statements, please explain:

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I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

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| --- | --- |
| Requestor Signature |  |
| Name & Title |  |
| Date |  |