

# SOLE SOURCE PROCUREMENT CHECKLIST

## Department of the Auditor General

Agency Purchase Requisition Number: \_\_\_\_\_

Estimated Dollar Amount of Order/Contract: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Contact Person: \_\_\_\_\_

Contractor Telephone Number: \_\_\_\_\_

1) Reason(s) for Sole Source Procurement:

- a)  Only a single contractor is capable of providing the service or supply.
- b)  Only known source; similar services/commodities are not available from another contractor.
- c)  A federal or state statute or federal regulation exempts the supply or service from the competitive procedure and there is appropriate justification to do so.
- d)  It is clearly not feasible to award the contract on a competitive basis.
- e)  The services are to be provided by attorneys or litigation consultants selected by the Department.
- f)  The services are to be provided by expert witnesses.
- g)  The services involve the repair, modification or calibration of equipment, and they are to be performed by the manufacturer of the equipment or by the manufacturer's authorized dealer, provided the contracting officer determines that bidding is not appropriate under the circumstances.
- h)  The contract is in the best interest of the Commonwealth.

2) Briefly describe the supply or service item you are requesting and its function.

3) Describe the unique features/compatibility of the supply, service or construction item that precludes competitive procurement.

# SOLE SOURCE PROCUREMENT CHECKLIST

4) What research has been done to verify the contractor as the only known source?

5) Does the contractor have any distributors, dealers, resellers, etc., that sell the supply, service, or construction item?

Yes      No      If yes, please attach a list of known sources.

6) Must this supply, service or construction item be compatible with present inventory/equipment or in compliance with a manufacturer's warranty or existing service agreement?

Yes     No

If yes, please explain.

7) If this is an initial procurement, what are the future consequences of the procurement? That is, once this procurement is approved and processed, what additional upgrades/additions/supplies/services/construction, etc., are anticipated/projected over the useful life of this item?

8) If this is an upgrade/addition/alteration, etc., to an existing service, how was the original service procured?

Sole Source      Competitive

What additional, related, sole source procurements have occurred since the initial procurement?

Please identify the previous purchase order or contract number(s).

# SOLE SOURCE PROCUREMENT CHECKLIST

9) How has this service or supply been procured in the past?

- Competitive sealed bidding
- Competitive sealed proposals
- Sole source
- ITQ
- Other

If other, please explain:

Please provide document number(s).

a) If procured through ITQ, please supply the original amount of the order and the contract period for the order.  
Original amount of order: \_\_\_\_\_ Contract period for the order: \_\_\_\_\_

b) Is this the final phase of this project? Yes  No

If no, explain what additional time and dollar amounts may be required.

10) What are the consequences of not procuring this specific supply or service item?

11) If timing is a factor, who established the time frame and why?

12) List any other information relevant to the acquisition of this service or supply.

# SOLE SOURCE PROCUREMENT CHECKLIST

---

Signature of person completing the justification (Requesting Bureau/Office)

---

Printed Name and Title

---

Date

---

Phone Number

---

Reviewed/Approved by Office of Chief Counsel:

---

Signature

---

Date

---

Signature of Final Approving Authority:

---

Comptroller/Designee

---

Date

---

Agency Head or Designee

---

Date

---

If an item is not applicable, indicate that it is not applicable.

All sole source procurements are to be submitted to the Office of Support Services.