

Sole Source



FORUM2015

Presented by

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Sole Source defined



A sole source procurement is authorized
when there is only one source practicably
available for the goods or services required.

Sole Source defined



What is the definition of “practicably”?

Capable of being effected, done, or put into practice; feasible.



Requirements and Approvals



\$0- \$50,000

- ✓ Must be approved in advance by agency head or designee
- ✓ Written determination must be included in the file (Sole Source Procurement Approval Request Form)
- ✓ Memo must be attached addressing the 4 points

Over \$50,000

- ✓ Must be approved in advance by DGS/DPS
- ✓ Sole Source Procurement Approval Request Form must be signed by agency head or designee
- ✓ Memo must be attached addressing the 4 points

Requirements and Approvals



All requests for approval must be submitted online using the eform available in eVA. If you do not have this form available to you in eVA, contact your AE to have it added.

All sole source procurement award notices shall be posted on eVA, and an award document must be issued.



What are these 4 points?

1. Why is this the only product or service that meets the needs of the agency
2. Why is this vendor the only practicably available source
3. Why is the price considered reasonable
4. What efforts were made to negotiate the best price



Group Exercise

- Review the Sole Source Procurement requests provided
- Be prepared to discuss:
 - is it good, why or why not?
 - does it answer the questions appropriately?
 - would you approve as a sole source?



Questions??