**SOLE SOURCE JUSTIFICATION FORM**

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| **Requesting Department & Team:** Click here to enter text. |
| **Contractor Name:** Click here to enter text. |
| **Contract Amount:** Click here to enter text. |  |

#### Provide a brief description of the product or service to be acquired.

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| Click here to enter text. |

#### In order to be eligible for sole source selection, an activity must meet one or more of the following criteria. *Please select all that apply*:

#### ☐ The product or service to be acquired is the only one that will satisfy the department’s requirements and may only be purchased from one source.

#### ☐ The product or service is copyrighted or patented, or otherwise only available from one source.

#### ☐ The product or service is required to be compatible with previously acquired equipment or services.

#### ☐ An unusual or compelling emergency exists (i.e. acts of god/nature/security)

#### ☐ The product/service to be acquired were specified in the project proposal to the Funder and reflected in the prime award agreement.

#### ☐ In addition to one of the above reasons, the source was specifically requested by the client funder.

#### Provide a detailed explanation in support of the criteria selected above. As applicable, the explanation should detail: a) why there is only one contractor capable of completing the requirement, b) what are the contractor’s unique qualifications that are not available elsewhere, c) what efforts were made to determine the contractor’s singular ability to complete the work, d) other considerations that render competition infeasible, such as the size of market, specialized requirement unmatched qualifications of the contractor, etc.

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| Click here to enter text. |

#### Has your Department and/or Team utilized this contractor in the last 12 months? ☐Yes ☐No

#### *If Yes:*

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| What was the total dollar amount? | Click here to enter text. |
| Was the selection made on a competitive or sole source basis? | Click here to enter text. |

#### Do you intend to utilize this contractor beyond the scope or term of this contract in the next 12 months? ☐Yes ☐No

#### *If Yes:*

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| What is the projected total value of follow-on/renewal contracts? | Click here to enter text. |

#### Provide an explanation in support of the cost of the contract to demonstrate that it is fair and reasonable. The explanation should detail: a) public nature of the specific contractor’s cost (GSA schedule, other published rate), b) requestor’s knowledge of similarly priced products or services (provide examples), c) any discounts offered, d) publically available cost information for similar products or services, e) vendor price warranty, etc.

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| Click here to enter text. |

#### What would be the financial or other impact to CRDF Global if the sole source is not approved and a competitive bid is required?

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| Click here to enter text. |

#### Please list any attachments provided to demonstrate the information provided in this form, such as: Statement of Work, Price Quotation, Price Warranty, Contractor CV, Contractor Evaluation, etc.

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| Click here to enter text. |

I am aware that CRDF Global procurement regulations encourage competitive selections whenever practicable. I am requesting a sole source procurement based on the criteria stated above. I certify that the statements contained herein are complete and accurate to the best of my knowledge, are based on my professional judgment, and are compliant with CRDF Global’s [Conflict of Interest](file:///X%3A/Administration/Shared/Intranet%20%20files/Office%20Manual/Employment%20Policies) policy.

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| --- | --- | --- |
| Signature  |  | Date |
|  |
| Print Name and Title |