



Non-Competitive Bid Request Single Source Justification Instructions

State of Rhode Island, Department of Administration
Division of Purchases
One Capitol Hill, Providence, Rhode Island, 02908
www.ridop.ri.gov (401) 574-8100

Competitive procurement is the preferred method to obtain goods and services. If competition is to be restricted, or not utilized, the facts and justification supporting this must be documented in detail. Justification must be based upon unique technical or performance characteristics. Personal preference for certain brands or products does not adequately justify limiting competition.

Key Points

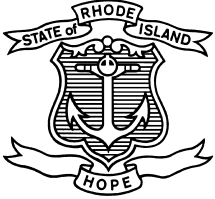
1. If the procurement is \$2,500 or below, neither competition nor Sole Source or Proprietary justification is required to be submitted to the Division of Purchases but must be maintained within the agency.
2. If a procurement is considered to be Sole Source or Proprietary and is estimated to be above \$2,500, Sole Source/Proprietary Procurement justification must be submitted to the Division of Purchases along with the corresponding requisition.

Definition

Single Source: A Single Source procurement is one in which two or more vendors can supply the commodity, technology and/or perform the services required by an agency, but the State agency selects one vendor over the others for reasons such as expertise or previous experience with similar contracts. Circumstances leading an agency to select this method of procurement may include, for example, an agency's need for a specific consultant firm where a number of firms are available to perform the work. In such a case, the agency can demonstrate a rational basis for selecting a single vendor because of specific factors such as past experience with a particular issue, familiarity with specific agency operations, experience with similar projects at other agencies or at other levels of government, demonstrated expertise, or capacity and willingness to respond to the situation.

Instructions

1. Complete and print the form on the next page.
2. Provide complete information. Forms lacking sufficient detail cannot be approved.
3. Sign and date the form and attach it to the purchase requisition.



Non-Competitive Bid Request Single Source Justification Form

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Good or Service:
Requesting Agency:

Proposed Vendor:
Requisition No:

1. Is this the **only** practical available vendor that can meet the agency's needs?
[If there only one supplier in existence use the [Sole Source Request Form](#)]
2. What unique technical or performance characteristics are offered by this vendor?
Does the vendor have particular expertise and experience with substantially similar contracts?
[Personal preference does not justify limiting competition.]
3. How was it determined that this is the only practical available vendor?
4. Why is the offered price considered reasonable? What efforts have been made to negotiate the best price for this non-competitive purchase?

I certify that the above statements are true and complete to the best of my knowledge.

Requestor Name

Title

Date

Approved by:

Buyer

Date

Chief Buyer

Date

Administrator

Date

Purchasing Agent

Date