



Single/ Sole/ Proprietary Source/Emergency



Sourcing Justification Form

Instructions: Complete **Sections I – III** of this form for all Single, Sole, or Proprietary source purchases or Emergency purchases for amounts over **\$2,500.00**. Attach this form to your completed Purchase Requisition with a quote(s).

Commodity/Service to be Purchased: _____

Proposed Supplier: _____

Requested by: _____ Department: _____

- I. A Single, Sole, Proprietary or Emergency Source Purchase **must** meet one of the following criteria (per RI General Laws § 45-55-8):

☐	Single Source	The commodity/service has two or more vendors available; the vendor selected has unique technical, expertise or previous experience with similar contracts <u>that other Suppliers do not have</u> . Personal preference does not adequately justify limiting competition.
☐	Sole Source	The commodity/service is available from <u>only one vendor</u> .
☐	Proprietary Source	The commodity/service must be restricted to one manufacturer due to <u>compatibility with existing equipment/products or service</u> . If dealers are available, quotes must be obtained.
☐	Emergency	Urgent need for the item/service does not permit soliciting competitive bids, as cases of emergencies, <u>disasters, etc.</u> Purchases should be made with such competition as is practicable under the circumstances.
☐	Master Pricing Agreement	The commodity/service will be purchased using an established Master Pricing Agreement (MPA) that includes <u>set Unit Rates or costs</u> , as approved by the State of RI consortium buying list.

- II. Provide details for this request including an explanation of why only one source is reasonably available. For Proprietary Source purchases; is this part of an integral system? Were other bids requested? (attach a separate sheet if necessary)

- III. Why is the offered price considered reasonable? What efforts have been made to negotiate the best price for this non-competitive purchase?

Approval: _____ Date: _____
Administrator

Approval: _____ Date: _____
Purchasing Agent

(SEE PAGE 2 FOR COMPLETE DEFINITIONS OF SOURCING CRITERIA)

Definitions:

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 but the Town/School selects one vendor over the others for reasons such as expertise or previous experience with similar contracts, no other company can provide. Circumstances leading to select this method of procurement may include, for example, a need for a specific consultant firm where several firms are available to perform the work. In such a case, the department can demonstrate a rational basis for selecting a single vendor because of specific factors such as experience with a particular issue, familiarity with specific agency operations, experience with similar projects, demonstrated expertise, or capacity and willingness to respond to the situation and no other firm has such expertise. In addition, if other bidders were asked to bid but stated they were not interested, list in Section II the names of the companies, along with contact info and dates of request.

Sole Source: A sole source procurement is a procurement where only one source practicably available for the goods or services required. Competition is not available in a sole source procurement thus distinguishing it from a proprietary procurement where the product is restricted to that of one manufacturer. In addition, the sole source determination and written documentation demonstrating that the proposed price is fair and reasonable must be submitted to Purchasing with the purchase requisition. Upon receipt of such documentation, a sole source request may be granted.

Although all sole source specifications are proprietary, all proprietary specifications are not sole source. Proprietary items may be available from several distributors through competitive bidding; however, competition has been restricted to this group of suppliers.

Proprietary Specification: A proprietary procurement is a procurement where the desired good/service must be restricted to one manufacturer because the good/service is compatible with or is an integral component of existing equipment or products; is necessary to support a specific need of a program; is covered by patent or copyright; must yield absolute continuity of results, or is one with which a user has extensive experience, and the use of any other similar piece of equipment would require considerable reorientation and training. In such cases, an equitable evaluation of comparable products and/or services must be made and documented by the requester which shows that rejection of other products is based solely on their failure to meet that need. In cases where no other comparable source can be identified, a technical description of the product or service requested and a listing of those sources which were considered as alternates must be provided. Upon receipt of such documentation, a proprietary request may be granted, and competition will be obtained among the distributors which carry the manufacturer's product.

Although all sole source specifications are proprietary, all proprietary specifications are not sole source. Proprietary items may be available from several distributors through competitive bidding; however, competition has been restricted to this group of suppliers.

Emergency Purchase: Emergency procurement is when there exists a threat to public health, welfare, or safety under emergency conditions as defined in regulations or where the procurement will be in the best interest of the Town as established by properly promulgated rules and regulations; provided, that emergency procurement shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency, and for the selection of the particular contractor, shall be included in the contract file.

Purchasing Dollar Limits & Quotes Matrix							
Steps	up to \$500	\$501 to \$2500	\$2501 to \$7500	NPA CPA	\$7501 and above (non construction)	\$15,001 and above (construction)	NPA CPA
	Telephone Quote	2-3 Telephone Quotes	3 Written Quotes	up to \$7,500	Public Bid	Public Bid	Over \$7,500
1	Retain in Dept/complete Purchase requisition	Retain in Dept/complete Purchase requisition	Forward w/completed Purchase Req or specs to Purchasing	Follow guidelines on state site or agreement	(forward specs, delivery date, prebid sheet to PA)	(forward specs, schedule, prebid sheet to PA)	Follow guidelines on state site or agreement
2	Complete Purchase Requisition OR USE P-CARD IF AUTHORIZED.	Complete Purchase Requisition	Complete Purchase Requisition	Complete Purchase Requisition fwd quotes if applicable	Complete Purchase Requisition if not in budget get resolution approved by TC reference resolution # on PR	Complete Purchase Requisition if not in budget get resolution approved by TC reference resolution # on PR	Complete Purchase Requisition fwd quotes if not in budget get resolution approved by TC reference resolution # on PR
3	After receipt of PO contact vendor to place order	After receipt of PO contact vendor to place order	After receipt of PO contact vendor to place order	After receipt of PO contact vendor to place order	After receipt of PO contact vendor to place order	After receipt of PO and Contract from Purchasing Agent contact vendor to place order	After receipt of PO contact vendor to place order
4	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt
Sole Source & Emergency Purchases							
5	Single/Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.
REV 4/30/2019	NOTES :						
	1 Suppliers must be told by the buyer to include the Purchase Order number on their invoices						
	2 Most Services/Consulting require the Purchasing Agent to issue a Westerly Contract to the Contractor/Consultant.						
	3 ALL BLANKET ORDERS MUST have Unit Prices established that were competitively bid .						
	4 RESOLUTIONS - Per Step 2, if a purchase is over \$7,500 and is NOT in the departments approved budget, it must go to Town Council for approval.						