



Single/ Sole/ Proprietary Source/Emergency



Sourcing Justification Form

Instructions: Sections I – III of this form **must be completed** for all Single, Sole, or Proprietary source purchases or Emergency purchases for amounts over **\$5,000.00**. 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 that other Suppliers do not have. Personal preference does not adequately justify limiting competition.

Sole Source The commodity/service is available from only one vendor.

Proprietary Source The commodity/service must be restricted to one manufacturer due to compatibility with existing equipment/products or service. 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, disasters, etc. Purchases should be made with such competition as is practicable under the circumstances.

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 \$5,000	\$5,001 to \$10,000 (non construction)	MPA CPA	\$10,001 and above (non construction)	\$5,001 to \$25,000 (construction)	\$25,001 and above (construction)	MPA CPA
	Telephone Quote	3 Written Quotes	Follow guidelines on state site or	Public Bid	3 Written Quotes	Public Bid	Follow guidelines on state site or agreement
1	Retain quote(s) in Dept/complete Purchase requisition in Munis OR USE P-CARD IF AUTHORIZED.	Complete Purchase Requisition in Munis attach quote(s) OR USE P-CARD IF AUTHORIZED.	Complete Purchase Requisition in Munis attach quote(s) OR USE P-CARD IF AUTHORIZED.	Forward specs, delivery date, to Purchasing Agent for public bid process; if item is not budgeted award must be approved by TC or SC	Complete Purchase Requisition in Munis attach quote(s)	Forward specs, delivery date, to Purchasing Agent for public bid process; if item is not budgeted award must be approved by TC or SC	If item is not budgeted award must be approved by TC or SC; if a PO is to be issued complete Purchasing Requisition in Munis attach quote(s)
2	After receipt of PO (if applicable) contact vendor to place order	After receipt of PO (if applicable) contact vendor to place order	After receipt of PO (if applicable) contact vendor to place order	Purchasing Agent typically notifies vendor of award; after receipt of PO (if applicable) contact vendor to place order	After receipt of PO (if applicable) contact vendor to place order	Purchasing Agent typically notifies vendor of award; after receipt of PO (if applicable) and Contract from Purchasing Agent contact vendor to place order	Purchasing Agent typically notifies vendor of award; after receipt of PO (if applicable) and Contract from Purchasing Agent contact vendor to place order
3	Upon receipt of good/services forward invoice to AP for pmt	Upon receipt of good/services forward invoice to AP for pmt	Upon receipt of good/services	Upon receipt of good/services forward invoice to AP for pmt	Upon receipt of good/services forward invoice to AP for pmt	Upon receipt of good/services forward invoice to AP for pmt	Upon receipt of good/services forward invoice to AP for pmt

For Sole Source & Emergency Purchases Only

4		Single/ Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Proprietary Source/Emergency - Justification FORM must be attached to	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.
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NOTES :

- Suppliers must be told by the buyer to include the **Purchase Order number on their invoices**
 - Most Services/Consulting require the Purchasing Agent to issue a **Westerly Contract** to the Contractor/Consultant.
 - ALL BLANKET ORDERS** MUST have **Unit Prices** established that were competitively bid.
 - Per Step 1, if a purchase is over \$10,000 (non-construction) or \$25,000 (construction) and is NOT in the departments approved budget, it must go to Town Council or School Committee for approval.
- Rev. 8/5/2024