



Department of Community & Economic Development

COMMUNITY SERVICES BLOCK GRANT

Title: Sole Source Contracts

Directive # 2012-13

Effective: May 1, 2012

1.0 Purpose

To provide Community Services Block Grant (CSBG) grantees with the procedures which apply when requesting approval of a sole source contract for programs utilizing CSBG funds. A sole source contract is a contract awarded on a non-competitive basis.

2.0 Revision History

This CSBG Directive replaces 2007-13 and is effective May 1, 2012.

3.0 Scope

The provisions of this directive cover management, professional and program services implemented by a contractual agreement between the agency and a sub-contractor which is funded in whole or in part with CSBG funds.

Policy

All sole source contracts must be documented using the attached form, regardless of amount. However, approval by the Department of Community and Economic Development (DCED) is not required. This sole source documentation must be on file for any monitoring activity.

Sole source \$5,000 and above, funded in whole or in part with CSBG monies, must be approved in advance by DCED. The approval of a request is constituted through the signed contract or approved contract modification prefaced by written request to DCED.

Procedures

The attached Sole Source Justification form must be completed for all sole source contract requests. DCED will reply in writing regarding the decision.

SOLE SOURCE JUSTIFICATION FORM

1. Agency Making Request(Complete name, address including zip code):
2. Contract Number:
3. Federal ID Number:

This Sole Source is requested because the agency determined that the contractor identified below is the only one with the capabilities needed.

1. Contractor Name, Address and Telephone Number:

Proposed contract amount: \$
(Attach detailed budget justification.)

2. Summary of services to be provided:

3. Timeframe for which services are to be provided:

4. Justification for the sole source award.

(Include whether there are other providers of this service in your area. If there are other providers, include a list of their names and telephone numbers with reasons why they were not asked to bid. If there are no other providers, explain how this was determined.)

CERTIFICATION

By signing this, I certify that the information provided is true, complete and accurate to the best of my knowledge. I am not aware that any conflicts, either real or perceived exist between our agency and the contractor identified. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties.

Typed or Printed Name: _____

Signature: _____ Date_____

DCED Action: ☐ Approve ☐ Deny ☐ Conditional

Terms of approval: _____

SOLE SOURCE JUSTIFICATION INSTRUCTIONS

The following are the instructions regarding an acceptable Sole Source Justification

Justification should be kept to a minimum necessary to clearly and concisely support the agency's sole source decision. Unsupported personal opinion, personal acquaintance with the contractor, or the contractor's prior association with the agency is not in itself acceptable justification for a sole source award. Terms and phrases such as "unique experience," "uniquely qualified," "only qualified contractor," and similar unsupported and meaningless statements will not be acceptable justification.

Sole Source justification should include, but not be limited to, the following pertinent items:

1. If timing is a factor supporting sole source procurement, explain:
 - Who established the time frame and the logic used;
 - Possible specific consequences of altering the time frame; and
 - How long the agency has known that work must be performed and why the contract process was not started earlier.
2. Describe specific efforts taken to locate other contractors. Statements such as 'contacted several contractors and no one is interested' are not acceptable. If individuals are contacted, list names and telephone numbers of persons contacted and date.