**Procurement – Sole Source Worksheet**

|  |  |
| --- | --- |
| **Grantee:** | Click or tap here to enter text. |
| **Completed by:** | Click or tap here to enter text. |
| **Item to Procure:** | Click or tap here to enter text. |
| **Date Completed:** | Click or tap to enter a date. |

|  |
| --- |
| **Soul Source Worksheet Part 1 – Pre-Award**Completed prior to executing award or issuing purchase order |

|  |
| --- |
| **Sole Source Check List Worksheet**( 4220.1F.VI.3.i.) (2 CFR §200.320(c)) |
|  | **True** | **False** |
| 1. The Specification worksheet is completed?  |[ ] [ ]
| 2. The Necessity worksheet is completed?  |[ ] [ ]
| 3. The Independent Estimate worksheet is completed?  |[ ] [ ]
| 4. The Procurement Method Selection worksheet is completed and Sole Source Procurement resulted?  |[ ] [ ]

|  |
| --- |
| **Sole Source Supplier** |
| Click or tap here to enter text. |

|  |
| --- |
| **Responsible Contractor Determination** |
|  | **True** | **False** |
| The Responsible Determination worksheet is completed for the selected source? (4220.1F VI.2.a.) (2 CFR Part §200.318(h)) |[ ] [ ]

|  |
| --- |
| **Sole Source Circumstance**If the recipient decides to solicit an offer from only one source, one or more of the following circumstances must apply.(2 CFR §200.320 (c))Select all circumstances that apply: |
|[ ]  The item is available from a single source. (Complete Section A)(2 CFR §200.320 (c)(2)) |
|[ ]  The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation. (Complete Section B)(2 CFR §200.320 (c)(3)) |
|[ ]  The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity. (Complete Section C)(2 CFR §200.320 (c)(4)) |
|[ ]  After solicitation of a number of sources, competition is determined inadequate. (Complete Sections A & D)(2 CFR §200.320 (c)(5)) |

|  |
| --- |
| **Section A: Sole Source Justification – Single Source Justification:**When the recipient requires supplies or services available from only one responsible source, and no other supplies or services will satisfy its requirements, the recipient may make a sole source award. The property or services are available from one source if one of the conditions described below is present.(2 CFR §200.320 (c)(2)) (4220.1F.VI.3.i.(1)(b)1)Select the justification that applies. |
|[ ]  **Unique or Innovative Concept.**The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and has not in the past been available to the recipient from another source.(4220.1F.VI.3.i.(1)(b)1a) |
|[ ]  **Patents or Restricted Data Rights.** (4220.1F.VI.3.i.(1)(b)1b) |
|[ ]  **Substantial Duplication Costs.**In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.(4220.1F.VI.3.i.(1)(b)1c) |
|[ ]  **Unacceptable Delay.**In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the recipient’s needs.(4220.1F.VI.3.i.(1)(b)1d) |
| **Explanation of Single Source Circumstances:**Provide a detailed explanation of the circumstances that requires supplies or services from only one responsible source, and why no other supplies or services will satisfy the requirements. |
| Click or tap here to enter text. |

|  |
| --- |
| **Section B: Sole Source – Public Exigency or Emergency:**The recipient may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the property or services.(2 CFR §200.320 (c)(3))Provide a detailed explanation of the circumstances of the public exigency or emergency which will not permit a delay resulting from competitive solicitation for the property or services. |
| Click or tap here to enter text. |

|  |
| --- |
| **Section C: Sole Source – Federal Awarding Agency Authorization:**The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity.(2 CFR §200.320 (c)(4))Provide a detailed explanation of the circumstances of the Federal awarding agency’s or pass-through entity’s non-competitive procurement authorization of a written request from the non-Federal entity.(Attach copy of the written request and authorization.) |
| Click or tap here to enter text. |

|  |
| --- |
| **Section D: Sole Source – Inadequate Competition**After solicitation of a number of sources, competition is determined inadequate.(2 CFR §200.320 (c)(5))This circumstance is the result of a single bid analysis where the specifications proved to unduly restrict competition or potential sources reported that specifications were the reason for not submitting an offer. Provide a detailed explanation of the justification as to why the specifications as requested in the solicitation must be used. |
| Click or tap here to enter text. |

|  |
| --- |
| **Sole Source Justification – Prohibited Reasons** |
|  | **True** | **False** |
| **Prohibited Reasons – Failure to Plan**The sole source justification is not due to the recipient’s lack of advance planning? (4220.1F.VI.3.i.(2)(a))  |[ ] [ ]
| **Prohibited Reasons – Failure to Plan**Explain how the justification is not due to the lack of advance planning.(2 CFR §200.320 (c)(5)) |
| Click or tap here to enter text. |
| **Prohibited Reasons – Limited Availability of Federal Assistance**The sole source justification is not due to concerns about the amount of Federal assistance available to support the procurement? (4220.1F.VI.3.i.(2)(b))  |[ ] [ ]

|  |
| --- |
| **Sole Source Procurement Procedures – Cost Analysis**Prepare or obtain a cost analysis verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits.(4220.1F.VI.3.i.(3)(c))  |
|  | **True** | **False** |
| **Sole Source Procurement Procedures – Cost Analysis**A cost analysis was completed, and profit was considered in negotiations?(4220.1F.VI.3.i.(3)(c)) (4220.1F.VI.6.) (2 CFR Part §200.324)(Complete and attach a copy of the Cost Analysis Worksheet.) |[ ] [ ]

|  |
| --- |
| **Rolling Stock Requirements** |
|  | **N/A** | **True** | **False** |
| The Rolling Stock Requirements worksheet Pre-Award section is completed for the selected offer or the procurement is not for Rolling Stock?(4220.1F.IV.2.e.) |[ ] [ ] [ ]

|  |
| --- |
| **Construction Requirements** |
|  | **N/A** | **True** | **False** |
| The Construction Requirements worksheet is completed for the selected offer or the procurement is not for Construction? (4220.1F.IV.2.i.) |[ ] [ ] [ ]

|  |
| --- |
| **Clauses and Certifications Checklist** |
|  | **True** | **False** |
| The Clauses and Certifications Check List is completed to check for required compliance? |[ ] [ ]

|  |
| --- |
| **Soul Source Worksheet Part 1 – Pre-Award****Check Point**Award Preparation |
|  |
| **Sole Source Procurement Procedures – Letter to Proceed with Award Execution**Before executing the award contract, submit sole source determination documents to TDOT for review and to receive the letter to proceed with award contract. After receiving letter to proceed, execute contract with selected source. See Post Award Section for next steps. |
|  | **True** | **False** |
| Before executing the award contract, will the sole source determination documents be submitted to TDOT for review and to issue a letter to proceed with the Award Execution?  |[ ] [ ]

|  |
| --- |
| **Soul Source Worksheet Part 1 – Post Award**Contract Administration |

|  |
| --- |
| **Sole Source Procurement Procedures – Post Award*** Execute contract.
* Contract Administration – Oversight of contract performance executed as described in the solicitation.
* If Rolling Stock procurement, complete post award certifications before receiving titles.
* Contract Administration – Receive goods and services.
* Contract Administration – Pay invoices.
* Program reimbursement request.

(2 CFR §200.318(b)) |

|  |
| --- |
| **Rolling Stock Requirements** |
|  | **N/A** | **True** | **False** |
| The Rolling Stock Requirements worksheet Post Delivery section is completed for the selected offer?(4220.1F.IV.2.e.) |[ ] [ ] [ ]

|  |
| --- |
| **Final Documentation Submission to TDOT**After executing the contract or issuing the purchase and completing the post award contract administration tasks, submit copies of all final documentation and any post award documentation listed in the post award task list to TDOT.  |
|  | **True** | **False** |
| Will all post award documentation be submitted to TDOT?  |[ ] [ ]