

Information Technology Sole Source Procurement Justification Form

Iowa Administrative Code 129–10.3(1)(f)(3): Sole source procurement.

A sole source procurement in lieu of any other procurement method set forth in this rule when the purchasing entity determines the definition of “sole source” as set forth in this chapter is satisfied. The following requirements shall apply to a sole source procurement:

1. Justification for the sole source procurement shall be documented and, in the case of participating agencies, submitted to the office in connection with the approval required by rule 129–10.7(8B). The justification shall include a description of the information technology to be purchased, the cost, and the reasons the purchase qualifies as a sole source. The justification and any corresponding approval shall be maintained by the purchasing entity initiating the action.
2. The head of the purchasing entity shall sign all sole source justification forms, contracts, and amendments regardless of value or length of term. If the head of the purchasing entity is not available, a designee may sign a sole source contract or amendment.
3. Use of a sole source procurement method does not relieve the purchasing entity from negotiating a fair and reasonable price and documenting the procurement action.

PURCHASING ENTITY INFORMATION

Purchasing Entity Name:	
Contact Name:	
Contact Email:	
Contact Phone Number:	
Agency Director or Head of Purchasing Entity Name:	

SOLE SOURCE PROCUREMENT INFORMATION

Vendor:	
Total Value of Contract:	
State Funds:	
Federal Funds:	
Length of Contract:	

BRIEF DESCRIPTION OF PROCUREMENT

What is the item and what function does it serve?

SOLE SOURCE QUALIFICATION

What qualifies this procurement as a sole source? (Choose all applicable)

- One service provider is the only one qualified or eligible or is quite obviously the most qualified or eligible to provide the information technology;
- The information technology being purchased involves work that is of such a specialized nature or related to a specific geographic location that only a single source, by virtue of experience, expertise, proximity to the project, or ownership of intellectual property rights, could most satisfactorily provide the information technology;
- The federal government or other provider of funds for the information technology being purchased (other than the state of Iowa) has imposed clear and specific restrictions on the purchasing entity's use of the funds in a way that restricts the state agency to only one information technology provider;
- Applicable law requires, provides for, or permits use of a sole source procurement;
- The procurement is for an upgrade, or compatibility is the overriding consideration, or the procurement would prevent voidance or termination of a warranty, or the procurement would prevent default under a contract or other obligation;

Other (Please explain):

Explain why the vendor is the only one qualified to provide the requested item(s) at the exclusion of all others (i.e., what makes this vendor uniquely qualified)?

If applicable, describe any relevant compatibility, interoperability, or connectivity concerns that support approval of this sole source procurement.

Describe the research completed to ensure that no other competition exists. Provide names of vendors contacted who are unable to provide the item(s) or perform the service.

How did you determine that the vendor's price is reasonable?

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SIGNATURE of Agency Director or Head of Purchasing Entity

	Date:
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