



**OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT  
SOLE SOURCE DETERMINATION (SSD)**

**(TO BE SUBMITTED TO OPTFM UPON COMPLETION OF RFIN)**

**AGENCY CONTACT INFORMATION SUBMITTING SOLE SOURCE DETERMINATION**

Agency Name: \_\_\_\_\_

Agency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency Contact Email Address: \_\_\_\_\_

RFIN #: \_\_\_\_\_

**SOLE SOURCE INFORMATION (Part A)**

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Contact Mailing Address: \_\_\_\_\_

Vendor Contact Email Address: \_\_\_\_\_

Vendor Contact Fax Number: \_\_\_\_\_

Date Form Submitted: \_\_\_\_\_ Commodity: \_\_\_\_\_

Other Description/Information: \_\_\_\_\_

Total Value \$ \_\_\_\_\_

**QUALIFYING INFORMATION (Part B)**

Were any objections to the sole source determination regarding this commodity received by the Agency?

YES       NO

If "yes", did the Agency appeal to PPRB?       YES       NO

What was the outcome of the appeal to PPRB? \_\_\_\_\_

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\_\_\_\_\_

*\*If Agency received no objections to sole source determination, complete entire form and submit with P-1 Request.  
If PPRB approval received, please complete the remainder of this form and submit with P-1 Request. If PPRB did not approve, the Agency is required to submit the procurement of the commodity to an advertised competitive bid or selection process. Once competitive bid or selection process is complete, attach this form (SSD) as an internal attachment to P-1 request and do not complete (Part C).*

**PPRB APPROVAL RECEIVED (Part C)**

What efforts were made by the Agency to determine that the proposed provider is the only entity that can provide the commodity needed?

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What efforts were made to ensure the best possible price for the commodity was obtained?

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Why is the commodity the only one that can meet the needs to the Agency?

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Why is the amount expended for the commodity reasonable?

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The following items must be attached to your P-1:

1. Letter from Agency head, or designee, outlining the results of the procedures that have been detailed above.
2. Copy of SSD form and any accompanying documents.
3. Copy(s) of OSS, if applicable.
4. Original quote, signed by Vendor. Electronic quotes do not require the signature of the Vendor.

See 31-7-13(b) or 3.108.03.1 of Procurement Manual.