**Single Source RAP**

Evidence Guide

Revised as of 3/2021

* Single Source (SS) procurement should be utilized sparingly and solely as an exception since the State may not receive fair and reasonable pricing due to lack of competition. (PIM #92)
* SS requests must be submitted with sufficient written evidence to support the request (AS 36.30.300(b)).
* SS RAP’s must include documentation of a Request for Information (RFI) which must be posted on the Alaska Online Public Notice (OPN) for a period of no less than 10 calendar days. This RFI is used as supporting documentation to show a good faith effort to conduct market research, find sources of competition and allow industry partners to provide insights on their capabilities to meet contractual requirements needed by a Department (PIM #92).

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| **Evidence Required for Single Source RAP Requests** |

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|  | RFI posted to the OPN for a period no less than 10 calendar days and responses if any. |
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|  | Written testimony from the State Program Manager and/or Subject Matter Expert clearly describing: |
|  | * Their name, title and experience with the program and why this qualifies them to speak authoritatively on the matter.
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|  | * Why the Product or service is needed.
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|  | * If proprietary or unique, why this product or service is the only one that will work for the program.
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|  | * Quantified potential time and/or cost impacts if the product or service were not purchased, i.e.:
* Cost to transition to another product that outweigh any potential savings.
* Impacts to data/research already performed.
* Investments made in the current product, i.e., training, specialized equipment, etc. that would be lost.
* Needing “X” number of hours to come up to the same level of expertise as their requested vendor; costing the state “Y” amount more.
* Voiding existing equipment warranties or maintenance agreements.
* Lack of compatibility.
* Why using a competitive process is not practical.
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|  | Written testimony from the vendor clearly describing: |
|  | * They are the only source of the proprietary product or service;
* They do not offer their product or service through dealers or resellers; or,
* An explanation of their unique skill or knowledge & how they came to possess it.
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|  | If related to an agency standard, any documentation and/or records that support the existing agency standard. |
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|  | Copies of any previously approved RAPs directly related to the project. |
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|  | Vendor Quote for Product or Service. |
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|  | If IT related, attach IRB approval for the procurement. |