

Single Source RAP

Evidence Guide
Revised as of 7/2024

- 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.
- SS requests must be submitted with sufficient written evidence to support the request (AS 36.30.300(b)).
- SS RAP's must include supporting documentation of 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.

Evidence Required for Single Source RAP Requests

- Supporting documentation of an effort to find multiple sources of the supply or service, such as an RFI posted to the OPN for a period no less than 10 calendar days and responses if any, research of cooperative contracts, and/or correspondence with presumed sources.
- 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.
 - Why the Product or service is needed.
 - If proprietary or unique, why this product or service is the only one that will work for the program.
 - 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.
- 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.
 - This documentation should come from the Original Equipment Manufacturer (OEM) or the creator of the product or supply, rather than from a distributor or reseller.
- If related to an agency standard, any documentation and/or records that support the existing agency standard.
- Copies of any previously approved RAPs directly related to the project.
- Vendor Quote for Product or Service.
- If IT related, attach IRB approval for the procurement.