

Limited Competition RAP

Request Guide
Revised as of 7/2024

- When a situation exists in an agency for a procurement above \$100,000, where there is factual evidence of a limited field of potential contractors able to provide the service or supply, the procurement officer may seek approval from the CPO to hold a limited competition solicitation (AS 36.30.305 & 2 AAC 12.430). If procurement officer decides to do this, they must submit a Limited Competition (LC) RAP to the Office of Procurement and Property Management (OPPM).
- LC RAP requests must explain why the solicitation should be limited (PIM #47) and contain findings of fact that support the determination that other sources are not suitable or acceptable, and that the competitive sealed bidding, competitive sealed proposal, or small procurement procedures, as applicable, are impractical or contrary to the public interest (AAM 81.520).
- Small procurement purchases (<\$100,000) using the limited competition solicitation method must receive agency Commissioner approval and must not be sent to OPPM, as small procurements do not require CPO approval.
- Single source procurements cannot be made through approval of a Limited Competition RAP (AS 36.30.305(d)).

Evidence Required for Limited Competition RAP Requests

- Factual evidence - resulting from either a posted RFI or prior recent solicitation, supporting why this solicitation should be limited.
 - Posting of an RFI announcing the intent to make a limited competition procurement with no responses of interest from any other companies.
 - Results from a recent solicitation (within the past year) for the same service or supply, with the only companies to respond being those listed in this LC RAP request.
 - You did a solicitation, it closed, proposals or bids were received, but errors are found that required you to cancel the solicitation, or
 - If another agency has recently posted a solicitation for the same service or supply and received responses only from the companies listed in this LC RAP request.
 - There existed some legitimate limiting factor which prevented interested vendors from responding to a solicitation.
- Factual evidence - a written explanation from a Subject Matter Expert, showing why a normal ITB or RFP are impracticable or contrary to the public interest. This explanation needs to be an independent examination and determination of the material facts of the procurement.
 - 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.
 - Why using the normal competitive process is not practical or contrary to the public interest.
- If IT related, attach IRB approval for the procurement.