

Sole Source

Justification (SSJ)

Template

Sole Source Justification (SSJ) Template

SOLE SOURCE JUSTIFICATION (SSJ)

**(*Applicable to procurement activities that require MCC approval when obtaining consulting services without competition*)**

General Information

|  |  |
| --- | --- |
| Compact Country: |  |
| Project Name: |  |
| Procurement Title: |  |
| Description of Task: |  |
| Procurement Ref. #: |  |
| Name of Recommended Consultant:  |  |
| Estimated Contract Value:  |  |
| Estimated Duration of Contract:  |  |

Justification for Proposed Sole Source(per MCC Procurement Guidelines P.1B.3.15)

|  |  |
| --- | --- |
| 1. Is this task a natural continuation of previous work carried out by the firm?
 | [ ]  YES [ ]  NO |
| 1. Is this an emergency case, such as in response to a disaster, and for consultant services required immediately following the emergency?
 | [ ]  YES [ ]  NO |
| 1. Is only one (1) firm qualified, or have experience of exceptional worth for the assignment?
 | [ ]  YES [ ]  NO |

Rationale

Background

* Provide a summary of the project
* Provide a succinct explanation of the services requested including: 1) name of selected consultant 2) duration of services to be contracted
* Include the following sentence: [This request is made in accordance with MCC Procurement Guidelines P.1B.3.15 (d) which states:]

*“Sole source selection may be appropriate only if it presents a clear advantage over competition: (a) for tasks that represent a natural continuation of previous work carried out by the firm or individual (see paragraph P1.B.3.16), (b) in emergency cases, such as in response to disasters and for consulting services required during the period of time immediately following the emergency, or (c) when only one firm or individual is qualified or has experience of exceptional worth for the assignment. Lack of time to conduct a competitive procurement is not an acceptable justification to use SSS.”*

Summary of required services

* Include reasons why the consulting services contract cannot be competitively procured
* Include market assessment and analysis of alternatives (attach supporting documentation in the annexes if applicable)
* Include price-reasonableness analysis (attach supporting documentation in the annexes if applicable)
* Include reasons why it is in the best interest of the compact to use sole source selection to procure the services

|  |  |  |
| --- | --- | --- |
| Approval of Request | Signature | Name/Title |
| [ ]  YES[ ]  NO |  | **MCA Procurement Director**  |
| [ ]  YES[ ]  NO |  | **MCA CEO**  |

*MCA Comments (if applicable)*

|  |  |  |
| --- | --- | --- |
| Concur with Request | Signature | Name/Title |
| [ ]  YES[ ]  NO |  | **MCA Procurement Agent**  |

*Include Procurement Agent opinion or comments (if applicable).*

#### Approval/Rejection

|  |  |  |
| --- | --- | --- |
| Approval  | Signature | Name/Title |
| [ ]  YES[ ]  NO |  | **MCC Procurement Director** |
| [ ]  YES[ ]  NO |  | **MCC Procurement PLSD** |
| ***If the MCC Procurement PLSD rejects the request for Direct Contracting; the RCM may seek review of that decision through an Appeal to the following:*** |
| [x]  YES[ ]  NO |  | **MD, Sector Operations**  |
| [ ]  YES[ ]  NO |  | **DVP, Sector Operations** |

**Annexes**

Attach supporting documentation if applicable



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Sole Source Justification (SSJ) Template

SOLE SOURCE JUSTIFICATION (SSJ)

**(*Applicable to procurement activities that do not require MCC approval*** ***when obtaining consulting services without competition)***

**The signed form shall be filed by the Procurement Agent in the procurement archives for records and future audits**

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*Approval/Rejection*

|  |  |  |
| --- | --- | --- |
| Approval | Signature | Name/Title |
| [ ]  YES[ ]  NO |  | **MCA Procurement Director** |
| [ ]  YES[ ]  NO |  | **MCA CEO**  |

|  |  |  |
| --- | --- | --- |
| Concur with Approval | Signature | Name/Title |
| [ ]  YES[ ]  NO |  | **MCA Procurement Agent** |

**Annexes**

Attach supporting documentation if applicable