



S.C. Law Enforcement Division

STATE HOMELAND SECURITY GRANT PROGRAM

SOLE SOURCE PROCUREMENT FORM

Use of sole source procurement is discouraged. If, after completion of the competitive bidding process, only one responsive bid is received (less than two complete competitive bids received), then this is a sole source procurement (based on the Office of Management and Budget Circular 66). Sole source procurement will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the South Carolina Consolidated Procurement Code and the federal requirements as outlined below:

- 1. All sole source procurement requires the explicit prior written approval of the State Administrative Agency (SAA)-SLED.
2. This form requesting any sole source procurement approval must be submitted to SLED by the Procurement Officer for the subgrantee's unit of government prior to purchase and follow the requirements according to dollar amounts as outlined in the State Homeland Security Grant Program Procurement Procedures. This form must also contain sufficient documentation to justify the request and should address the following information:
a. Brief description of the program;
b. Complete description of requested line item(s) as they are listed in the grant application, and costs for which the sole source procurement is being sought;
c. Explanation of need to contract noncompetitively to include the expertise of the contractor, management, responsiveness, knowledge of program, and experience of contractor personnel;
d. Time constraints such as when contractual coverage is required and why, impact on the program if dates are not met, time it would take another contractor to reach the same level of competence (equate to dollars if desired);
e. Uniqueness;
f. Other points that should be expressed to substantiate the request; and,
g. A declaration that this action is in the "best interest" of the agency.

Procurement Officer Date Project Director Date

Grant Number

Send the form to the following address:

State Homeland Security Grant Program Point of Contact

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