

Sponsored Projects Services - SubAwards Team
Subaward Sole Source v. Competitive Bid Request Form

THIS IS AN INTERNAL DOCUMENT AND SHOULD NOT BE FORWARDED TO THE SUBRECIPIENT

This form should be completed by the UA Principal Investigator/UA Project Director at the Prime Award Proposal Stage

Subaward Details

Proposed Subrecipient:

Subaward Project Title:

Subrecipient Principal Investigator/Project Director:

(Note: this is NOT the UA PI rather the Subrecipient's PI)

Background

[Federal regulations FAR Part 13](#)

Federal regulations FAR Part 13 requires that contractors such as UA solicit among a reasonable number of sources (generally, at least three sources) to promote competition to the maximum extent practical. However, under the appropriate circumstances, solicitations may be limited to only one source if an authorized representative of the University determines that the proposed sole source subcontractor is the only appropriate, reasonably available source. If only one source is solicited, justification for the proposed sole source must be documented on this form and should explain why competition among sources is unfeasible. (NOTE: You are not trying to justify or select the best source; that is done competitively. For a sole source justification, you must justify that there is only one feasible source.)

[ABOR Policy 3-803 D.2](#)

Per ABOR Policy 3-803D.2, a contract may be awarded for a material, service or construction item without competition if it is determined in writing that there is only one source for the required material service or construction item. Sole source procurement shall be avoided except when no reasonable alternative source exists. A written determination of the basis for the sole source procurement shall be included in the contract file.

Procurement Process

1. Were competitive bids sought?

Yes

No

If you checked "Yes," please attach documentation that evidences the competitive bid process, including the scoring data and outcome and skip Question 3. If you checked "No," please go to Question 2.

Sole Source Justification

2. Provide specific justification for selecting the subrecipient at the prime award proposal stage on a "bid waiver" or "sole source" basis by answering the following questions (if additional space is required, attach a separate sheet of paper):

a. Based on what expertise or resource was this particular subrecipient selected to perform the work?

b. Why is this particular subrecipient's expertise or resource critical to the project?

c. Provide evidence that this subrecipient is the ONLY source which has the required expertise or resources.

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Conflict of Interest

3. Do you or any member of your immediate family have ANY personal or financial interest in the proposed subaward? Does any member of your project staff or their immediate family have ANY personal or financial interest in the proposed subrecipient?

Yes

No

If you checked "Yes," please explain the nature of the personal or financial interest.

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PI Certification

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|---------------|--------|
| PI Signature: | Date: |
| Email: | Phone: |

For Internal SPS SubAwards Team Use Only

I conclude the Competitive Bid Process utilized is adequate and the top scoring bidder was selected.

I conclude the Sole Source justification is adequate and purchase is authorized without competitive solicitation.

I conclude that the Sole Source justification is inadequate and purchase is not authorized without competitive solicitation.

AND

I conclude that the response to Question 3 is satisfactory.

The response to Question 3 requires further review from either the University's Institutional Review Committee or Executive Review Committee and will be forwarded accordingly. No action may be taken with respect to this Proposed Subrecipient until one (or both, if applicable) of those committees render a decision.

Based on the foregoing determinations, the Proposed Subrecipient is:

Approved

Disapproved

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|-------------------------|-------|
| SPS SubAward Signature: | Date: |
|-------------------------|-------|