

# ARPA-SLFRF PROCUREMENT PROCEDURES

SOLE SOURCE > \$10,001

## CONSULT YOUR AWARD MANAGER PRIOR TO A SOLE SOURCE PROCUREMENT

Sole Source purchases must meet the requirements outlined in the 2CFR200.320. In general, ARPA-funded purchases must be only available from a single source or after soliciting several sources the competition is determined inadequate.

*This form must be filled out prior to making a sole source purchase and approved by Washoe County. If you have questions or concerns about your project's procurement, please contact Washoe County at [communitygrants@washoecounty.gov](mailto:communitygrants@washoecounty.gov)*

**Project Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Staff Contact making Purchase:** \_\_\_\_\_

**Purchase Dollar Amount:** \_\_\_\_\_ **Date of Purchase:** \_\_\_\_\_

**Purchase Description:**

---



---

Determine if goods or services are necessary and appropriate for your project scope. Include a short description of how this purchase benefits the ARPA-funded project or is within your approved budget categories.

Unique features /qualifications required that are not available from another supplier.

Were other options sought? If yes, why were they unacceptable? If no, why were no alternatives reviewed?

What efforts were made to determine there was no competition for the service or good and how was it determined the price for the purchase is fair and reasonable?

**Reason for Sole Source/Non-Competitive Procurement**

- The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

- The product being purchased must be compatible with existing equipment. Identify the existing equipment.

- The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

- Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

- There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within the organization.
- A selection process was utilized to select the most qualified person.

- The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.
- The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative and provide telephone number and address information. \*

- The product or service is available only from a single source. \*
- After solicitation of a number of sources, competition is determined inadequate \*
- Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

\* Grant-funded purchases must fall under one of these criteria

1. **Collect Unique Entity Identifier (UEI) and Confirm SAM.gov Registration**

ARPA-SLFRF purchases over \$50,000 are required to document that the contractor **is registered on SAM.gov** and that the contractor is not debarred, suspended, or excluded from federal funding. Using the vendor's legal name, UEI, DUNS, or TIN, search on SAM.gov for an active registration. Download the registration and attach to the PO requisition. If the contractor does not have SAM registration, please work with the vendor to establish a SAM account to receive payment. Washoe County will confirm SAM registration before issuing reimbursement.

2. **Is there a contract in place for this purchase?**  Yes  No  Not applicable

If yes, complete the following steps.

3. **Contract Development** *(as applicable)*

Determine if your procurement will require a contract on file for the services or goods you are procuring. Purchases made under a contract are required to comply with federal contract provisions. Use the checklist provided by Washoe County.

4. **Subrecipient vs. Contractor Determination Form** *(as applicable)*

If the contract is for services, your organization must fill out a Subrecipient vs Contractor Determination Form and include it in your procurement backup.

5. **Identify a Contract Administrator** *(as applicable)*

Who from the organization should be contacted about the services contract? The contract administrator is responsible for ensuring that the contractor meets the performance measures laid out in the contract.

Name: \_\_\_\_\_

**DOCUMENT MANAGEMENT** Attach to reimbursement request:

- Completed Procurement by Sole Source Procedure Form (this form)
- Receipts, Invoices, etc.
- SAM Registration / UEI #
- Signed Contract (after approved)
- Subrecipient vs. Contractor Determination Form

**Organization Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approver Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Washoe County)

---

*Keep in mind:*

- *Cost-plus contracts are prohibited for Federal procurement.*
- *Professional Services are not exempt from competitive bid, when using federal funds.*
- *Ensure women and minority-owned businesses are solicited.*
- *Local geographic preferences in the evaluation of bids or proposals are prohibited when using federal funds.*
- *Any person involved in purchasing or contracts of federal funds must have a signed copy of the Washoe County Grants Management Conflict of Interest Policy on file*