

**Instructions for
Sole Source, public Exigency or Previous Provider Form for Professional Services**

Business Rationale

The following information corresponds to the numbered items and is intended to further clarify the information to be provided:

1. *Provide detailed information about why you need to acquire these goods or services:*

Provide information on the main requirement for this purchase of services. For example, detail the nature of the activities for which the purchase is necessary.

2. *Has your department purchased these professional services in the past? If yes, who was the contractor/supplier and was the requirement competitively bid or sole source? What was the last date and price paid for the services?*

Indicate whether the department has previously acquired the same services. If the department has purchased the same services, indicate if the purchase was based on a competitive process or a sole source. NOTE: If the same services had been previously purchased based on a competitive process, provide additional details regarding why a sole source or previous provider request is being made for this purchase.

If the same service had been previously purchased, indicate the date of last purchase and the price paid.

3. *What are the unique qualifications this supplier/contractor possesses? Provide specific, measurable factors/qualifications.*

Provide specific details on the compelling expertise, experience and/or qualifications that support that the requested contractor is the appropriate person or corporation to provide the required service(s). In detailing the unique capabilities of the requested contractor, provide supporting information on the qualifications or other factors that make this contractor the most appropriate source.

4. *If a public exigency exists, please explain.*

Please state the nature of the emergency including the timing issues.

5. *Were alternative goods/services evaluated? If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility. If no, why were alternatives not evaluated?*

Provide names of alternate sources that were considered and specific reasons why each one was rejected. If other options were not evaluated, indicate the basis for not considering available alternatives.

6. *What efforts were made to get the best possible price?*

Identify any initiatives made with the vendor to obtain the most favorable pricing. For example, indicate if any quotes or discounted pricing was requested from the vendor. Additionally, if discounts or special pricing was provided please indicate the amount of the discounts as percentage of the original or published selling price. If any other value added services such as training or consulting were provided, please provide details on those services.

7. *Will this purchase obligate the City to this supplier/contractor for future purchases, for example licensing or continuing need? If yes, please provide details regarding future obligations and/or needs.*

Check the appropriate box. If yes, provide information regarding the duration of any potential commitments as well as the estimated costs for such commitments.

8. *Why is the price for this purchase considered to be fair and reasonable?*

Indicate any price comparisons or other benchmarks against which the supplier/contractor's price was evaluated. For example, for the professional service, are the hourly rates comparable to those available for providers of similar services? If no price comparisons were made, please explain.

9. *Amount to be paid (Actual/Estimated).*

Indicate the dollar amount of the purchase request and indicate if that is actual or estimated. If the dollar amount is estimated, indicate when and how the actual amount will be determined. If the contract is for more than one fiscal year, please provide a breakdown of fiscal year expenditures.

10. *What will be the financial or other impact to your department if this source is not approved and a competitive bid is required?*

In response to this question, indicate any direct and/or indirect financial impacts as well as detail any programmatic impacts if this purchase is not approved as the appropriate source by the Common Council.

Term

Check the appropriate box to indicate if this will be a one-time purchase or if ongoing purchases will be made on a sole source basis. If the purchases will be ongoing, indicate the anticipated date of the first purchase and the duration of time during which purchases will be made.

If the ongoing purchases will be based on an annual contract commitment, also indicate the number of any potential annual renewal options for the contract.