

# Single Source RAP

## Evidence Guide

- Single source requests must be submitted with **written evidence to support the request.** (AS 36.30.300(b))
- Per 2 AAC 12.410(a), the written evidence must support an independent examination and determination of the material facts of the procurement – meaning that anyone should be able to pick up the file, read it, and understand why the decision was made as it was - and must address why:
  - It is not practical to award a contract using a more competitive method. (AS 36.30.300(a)(1))
  - Award of a single source contract is in the state’s best interest. (AS 36.30.300(a)(1))
- Examples of subject matter experts as used below could be a **program manager/director, division director, IT manager, or other high-level support staff for the program/project.**
- Evidence requirements can and will vary from request to request and the below is not intended to be an all-inclusive list.

## Typical Evidence Required by Single Source RAP Type

Proprietary Product or Service	Unique Skill/Knowledge
Least Complex	Most Complex
<ul style="list-style-type: none"> <li>✓ Written testimony from the State Program Manager and/or subject matter expert(s) clearly describing:                             <ul style="list-style-type: none"> <li>○ <i>Their name, title, and experience with the program and why this qualifies him/her to speak authoritatively on the matter.</i></li> <li>○ <i>Why the product or service is needed.</i></li> <li>○ <i>Why the proprietary product or service is the only one that will work for the program.</i></li> <li>○ <i>Quantified potential time and/or cost impacts if the product or service were not purchased, like:</i> <ul style="list-style-type: none"> <li>▪ <i>Costs to transition to another product that outweigh any potential savings.</i></li> <li>▪ <i>Investments made in the current product – training, specialized equipment, etc. – that would be lost.</i></li> <li>▪ <i>Voiding existing equipment warranties or maintenance agreements.</i></li> <li>▪ <i>Lack of compatibility.</i></li> </ul> </li> <li>○ <i>Why using a competitive process is not practical.</i></li> </ul> </li> <li>✓ Written testimony from the vendor clearly describing:                             <ul style="list-style-type: none"> <li>○ <i>They are the only source of the proprietary product or service.</i></li> <li>○ <i>They do not offer their product or service through dealers or resellers or, if they do, that the pricing through a dealer or reseller would be the same or higher.</i></li> </ul> </li> <li>✓ Any documentation and/or records that support an existing agency standard.</li> <li>✓ Copies of any previously approved RAPs directly related to the project.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Documented research that demonstrates why it’s not practical to compete the services. Web search results are often used.</li> <li>✓ OPN posting stating the intent to award a single source contract, describing the services, and seeking additional vendors and results.</li> <li>✓ Written testimony from the State Program Manager and/or subject matter expert(s) clearly describing:                             <ul style="list-style-type: none"> <li>○ <i>Their name, title, and experience with the program and why this qualifies him/her to speak authoritatively on the matter.</i></li> <li>○ <i>Why the selected vendor’s unique skills and/or knowledge is the best for the program.</i></li> <li>○ <i>Quantified potential time and/or cost impacts if a different vendor were selected, like:</i> <ul style="list-style-type: none"> <li>▪ <i>Impacts to data/research already performed.</i></li> <li>▪ <i>Taking longer to perform the work.</i></li> <li>▪ <i>Needing X number of hours to come up to the same level of expertise as the requested vendor, costing the state Y amount more.</i></li> </ul> </li> <li>○ <i>Why using a competitive process is not practical.</i></li> </ul> </li> <li>✓ Written testimony from the vendor clearly describing their unique skill or knowledge and how they came to possess it. (Resume, CV, references, sample work, etc.)</li> <li>✓ Written testimony from other vendors or third parties describing their inability to provide the same unique skill or knowledge and/or supporting the requested vendor.</li> <li>✓ Copies of any previously approved RAPs directly related to the project.</li> </ul>