



## Prior Authorization Request

Kansas Department of Commerce requires subrecipients to follow the most stringent procurement policy stipulations between the organization's own policies, Kansas State Procurement Policy, and 2 CFR 200. Unless a more stringent policy is in place at your organization, all purchases estimated to be more than \$5,000 must be competitively awarded ([KSA 75-3739](#)). In cases where a competitive process is infeasible, grantees must provide written justification on a Prior Authorization Request Form for sole source vendor/supplier selection and attach documentation pertaining to any competitive process used to select a vendor.

Kansas Procurement statutes establish the competitive bid process; therefore, KDC expects that a grantee requesting approval of a non-competitive transaction (sole or single source) will conduct and document its research to ensure that no competition exists. Failure to include specific and current research information with this form will result in rejection of the Request.

The following Sole Source Conditions require written request and approval:

- Only known supplier after multiple suppliers were contacted and documentation exists as to why each was not a viable source or could not provide a quote
- Only known qualified supplier as documented in a bid/quote tabulation table (example below, Vendor #1 was the only one able to meet all specifications and is the only known qualified supplier)
- Supplier is unique: The vendor/supplier is the only provider of this item. Document why a substitute item cannot be used and if no similar item is available. This is different than a proprietary purchase (brand-name only) where the product required is restricted to the manufacturer(s) stipulated but is sold through distributors and competition between them can be obtained.
- Continuation of an ongoing service or addition to a necessary system already procured from a specific vendor/supplier: document why it would not be cost/schedule/technically effective to procure with another vendor/supplier for this item/service.



# Prior Authorization Request

Prior Authorization Request Form – Sole/Single Source Procurement

<b>Grant Program Name &amp; Year</b>	
<b>Requestor Name &amp; Contact info</b>	
<b>Date Submitted</b>	

For all procurements \$5,000 and above where there is only a sole source vendor is available, attach the following documents (i.e.: sufficient documentation to detail the history of the procurement):

- A. Specifications** A detailed description of the technical requirements for the product, services, deliverables, or scope of work being purchased.
- B. Copy of Solicitation** - Copy of the Request for Quote (RFQ), Invitation to Bids (ITB), Request for Proposals (RFP).
- C. Copy of responses received**
- D. Bid/Quote Tabulation document (If scoring is used, attach scoring sheets)** - A table which summarizes the results of evaluation methodology, example:

	VENDOR #1 Name	VENDOR #2 Name	VENDOR #3 Name	VENDOR #4 Name
Rep. name & contact info				
Specification #1	Meets	Meets	Does not meet	Does not meet
Specification #2	Meets	Does not meet	Does not meet	Meets
Specification #3	Meets	Meets	Meets	Meets
Score	100	50	25	50
Price	\$	\$	\$	\$
Timeline	6 months	1 year	2 years	6 months
Selected Vendor	X			

- E. Any correspondence with KDC regarding this procurement**
- F. Justification –**
  1. Summarize the facts of the procurement process (What efforts were made to find vendors/suppliers/contractors?)
  2. Detail what sole source condition is present
  3. Detail which vendor is being chosen
  4. Detail reasonableness of price
- G. SAM.gov- Suspension and Debarment Check documentation**
- H. Attestation that no conflict of interest exists with the proposed vendor**

**Kansas Department of Commerce**  
 Returned for additional justification  
 Approved

Signature and Date:

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