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| LCCC Federally-Funded Award Sole Source Procurement Justification |
| All procurement subject to the provision of the UGG must follow UGG guidelines ***in addition*** to meeting LCCC requirements. Under 2CFR 200.319-320, all purchases must allow for free and open competition particularly with a prohibition on “specifying only a “brand name” product instead of allowing “an equal” product to be offered.” For items below $3,000\* (aggregate) LCCC must distribute equitably among qualified buyers, for items above this level quotes must be obtained from an adequate number of sources. Procurement by noncompetitive proposals (sole source) may be used only when one or more of the following circumstances apply. Please select the most valid circumstance and provide the justification. |
| 1. 🞏 The item is available only from a single source;

Justification by requestor/purchaser:  |
| 1. OR 🞏 The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

Can only be completed by the Sponsored Awards Office  |
| 1. OR 🞏 The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

Can only be completed by the Sponsored Awards Office |
| 1. OR 🞏 After solicitation of a number of sources, competition is determined inadequate.

Justification by requestor/purchaser – this justification should tie directly to the funded program purpose and desired outcomes:  |
| LCCC will rely on the requestor of the sole source purchase to have read and understood the UGG guidelines and will expect that the justification provided for a sole source document under the UGG accurately represents the assertions made. Should a later audit or review determine that the information provided is inaccurate and the expense disallowed, the expense will be moved to the LCCC budget associated with the requestor’s immediate supervisor. |
| Requestor: |  | Office/Department |  |
| Requestor Signature: |  | Date: |  |
| Direct Supervisor: |  | Division/School |  |
| LCCC budget to be charged if event of an unallowability determination |
| Account Number: |  |
| Budget Manager Signature: |  | Date: |  |
| Approval by Sponsored Awards and Compliance |
| Signature: |  | Date: |  |

\*Note: for any LCCC purchase above $5,000, LCCC must also follow state sole source requirements.

SAAC\_Federal\_Procurement January 2019