

## **SINGLE FEASIBLE SOURCE (SFS) REQUEST PROCEDURES**

1. As defined in section 34.044, RSMo, a single feasible source procurement exists when:
  - a. Supplies are proprietary and only available from the manufacturer or a single distributor; or
  - b. Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or
  - c. Supplies are available at a discount from a single distributor for a limited period of time.
2. For all single feasible source procurements **exceeding \$3,000 for supplies available at a discount for a limited period of time**, the department must request a specific procurement delegation from the DPMM Assistant Director at 573-751-3273 in lieu of submitting a requisition. If the single feasible source procurement for supplies available at a discount for a limited period of time is valued at \$5,000 or more, the DPMM, not the department, will be responsible for posting the single feasible source procurement.
3. Single feasible source procurements with a **value not exceeding \$5,000** within the same fiscal year or a period not to exceed 12 months, may be processed by the department in accordance with the following:
  - a. All single feasible source procurements **valued at \$5,000** must be posted in the public access area that other local procurement notices are posted. The posting should include: title, description, contract/price agreement period, renewal options, supplier, buyer, phone number, and posting date. The department shall maintain documentation as proof of the posting. DPMM recommends the posting should be done five days before contract award.
  - b. A single feasible source procurement contract/price agreement may be established for an initial contract/price agreement period not-to-exceed 12 months. The department may include renewal options not to exceed 12 months per option in the contract/price agreement. For single feasible source procurements valued at \$5,000, the renewal option(s) must be included in the posting of the single feasible source procurement. Prior to exercising a renewal option, the department must determine if the procurement still meets the definition of a single feasible source procurement. If circumstances have changed and the procurement can no longer be defined as a single feasible source procurement, the department must competitively bid the procurement and not exercise the renewal option.
  - c. The file must be documented to explain how the procurement meets the legal definition of a single feasible source, the functionality of the supply that makes it a single feasible source, and why the functionality is the only one that will meet the needs of the department. If necessary, documentation from the vendor noting the single feasible source nature of the specific supplies should also be included. For single feasible source procurement contracts/price agreements that include renewal options, documentation must be included in the file for each renewal option exercised.
  - d. The letter “O” must be entered in the SAM II purchase order’s Order Type field to designate the procurement as a single feasible source.
4. For single feasible source procurements **exceeding \$5,000 and up to \$24,999.99** within the same fiscal year or a period not to exceed 12 months, the department must request a specific procurement delegation from the DPMM using the Single Feasible Source (SFS) Approval Request Worksheet MO 300-1872 - available on the Agency Information page on DPMM’s website at <http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets> or similar document containing the same information. The request must include an explanation as to how the procurement meets the legal definition of a single feasible source, the functionality of the supply that makes it a single feasible source, and why the functionality is the only one that will meet the needs of the department. If necessary, documentation from the vendor noting the single feasible source nature of the specific supplies should also be included. The request must be submitted to the DPMM Section Manager (Commodities, IT, or Services) for the type of supply the department wishes to procure. The request

may be faxed, e-mailed, or mailed to the DPMM Section Manager as indicated on the Single Feasible Source (SFS) Approval Request Worksheet. If the request is approved, the Section Manager will provide the department an approval number. Upon receiving the approval number, the department may process the SFS procurement in accordance with the following:

- a. The SFS procurement must be posted in the public access area that other local procurement notices are posted. The posting should include: title, description, contract/price agreement period, renewal options, supplier, buyer, phone number, and posting date. The department shall maintain documentation as proof of the posting. DPMM recommends the posting should be done five days before contract award.
  - b. A single feasible source procurement contract/price agreement may be established for an initial contract/price agreement period not-to-exceed 12 months. If the DPMM Section Manager's approval covered renewal options, the department may include renewal options not to exceed 12 months per option in the contract/price agreement. The renewal option(s) must be included in the posting of the single feasible source procurement. Prior to exercising a renewal option, the department must determine if the procurement still meets the definition of a single feasible source procurement. If circumstances have changed and the procurement can no longer be defined as a single feasible source procurement, the department must competitively bid the procurement and not exercise the renewal option.
  - c. The file must be documented to explain how the procurement meets the legal definition of a single feasible source, the functionality of the supply that makes it a single feasible source, and why the functionality is the only one that will meet the needs of the department. If necessary, documentation from the vendor noting the single feasible source nature of the specific supplies should also be included. The documentation must also include the Approval Number provided by the DPMM Section Manager. For single feasible source procurement contracts/price agreements that include renewal options, documentation must be included in the file for each renewal option exercised.
  - d. The letter "O" must be entered in the SAM II purchase order's Order Type field to designate the procurement as a single feasible source.
5. For all single feasible sources **valued at \$25,000 or more**, the department must submit a requisition (SAM II Non Pre-Encumbering Requisition [NR] document or Quick Requisition [RXQ] document) to DPMM for all single feasible source procurements. The following information should be included with the requisition: (A) an explanation as to how the procurement meets the legal definition of a SFS; (B) an explanation of how the functionality of the supply makes it a SFS and why the functionality is the only one that will meet the needs of the agency; and (C) if necessary, documentation from the vendor noting the SFS nature of the specific supplies should be included. The letter "O" may be entered in the SAM II requisition's Requisition Type field to designate the procurement as a single feasible source.