**SINGLE FEASIBLE SOURCE (SFS) APPROVAL REQUEST WORKSHEET**

**TO:**

**Statewide Team Manager**

Teri Schulte ([teri.schulte@oa.mo.gov](mailto:teri.schulte@oa.mo.gov)); Phone: 573-522-3296; Fax: 573-526-9816

OA-Div of Purchasing, Rm 630, Truman Bldg., Jefferson City, Missouri

**Information Technology (IT) Team Manager**

Brent Dixon ([brent.dixon@oa.mo.gov](mailto:brent.dixon@oa.mo.gov)); Phone: 573-751-4903; Fax: 573-526-9816

OA-Div of Purchasing, Rm 630, Truman Bldg., Jefferson City, Missouri

**Non-IT Team Manager**

John Hall ([john.hall@oa.mo.gov](mailto:john.hall@oa.mo.gov)); Phone: 573-751-4578; Fax: 573-526-9816

OA-Div of Purchasing, Rm 630, Truman Bldg., Jefferson City, Missouri

**FROM:** Enter Department Name

Enter Department contact name

Enter Department contact email address

Enter Department contact phone number

Enter Department contact address

**RE:** SFS Approval Request

**DATE:** Enter SFS Request Date

|  |  |
| --- | --- |
| **GENERAL INFORMATION** | |
| Please specify the exact product/service your department needs: | Specify the product/service needed |
| Is this a one-time acquisition or an ongoing need to acquire this product/service? | One-Time Acquisition  Ongoing Need  If ongoing, please specify the period for which the SFS is being requested, including number of renewal periods (e.g. July 1, 20XX through June 30, 20XX):  Enter Contract Period  Enter the Number of Renewal Periods Requested |
| Specify the Vendor name and Vendor Number/MissouriBUYS Number: | Enter Vendor Name  Enter Vendor Number/MissouriBUYS Number |
| Estimated annual amount of the SFS request: | Specify Dollar Amount |
| If a current contract is in place, identify the contract number and current expiration date: | Contract Number  Contract Expiration Date |
| If a current contract exists, has the agency verified with the contractor that the products/services currently provided have not changed in a way that would impact the SFS nature of the agreement moving forward? | Yes: No: |

| **JUSTIFICATION** |
| --- |
| The agency should place a check in each of the appropriate SFS criteria (section 34.044, RSMo) boxes that align with the agency’s SFS request:  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. |
| In the space provided below or on an attached page, please explain in detail how the product/service described satisfies each of the SFS criteria checked above.  If the agency checks *a.* above, the agency’s explanation should describe:   * How the manufacturer or single distributor is the proprietary provider of the product/services * How no comparable product/service is available to meet the agency’s needs   If the agency checks *b.* above, the agency’s explanation should describe:   * A detailed description of the past procurements performed that resulted in only one distributor servicing the region   If the agency checks *c.* above, the agency’s explanation should describe:   * The discount and limited timeframe such discount is available from the single distributor |
| Explain in detail how the product/service described above satisfies one or more of the above SFS criteria. Additionally, provide supporting documentation from the vendor/distributor documenting the SFS nature of the purchase. |

|  |
| --- |
| **SFS REQUIREMENTS/CONTRACT DOCUMENT INSTRUCTIONS**  **(only for $50,000+ requests)** |
| Please submit the information identified below so the SFS request can be processed:  **For ALL Single Feasible Source Requests Except Those Noted Below:**  Attach thescope of work requirements, applicable pricing line items or vendor’s quote (if available at time of SFS request), any terms and conditions that would need to be included in the agreement so that Purchasing can create the SFS contract document to be sent to the vendor.  **For DSS and DHSS Services Single Feasible Source Requirements Only:**  Attach the SFS contract document draft the agency prepared that addresses the scope of work requirements, contractual requirements, and pricing pages the agency desires to be sent to the vendor. |

**REMINDERS:**

1) **Sections 285.525 – 285.550, RSMo,:** Section 285.530, RSMo, pertains, in part, to all state contracts for services over $5,000. It does not apply to solicitations for commodities only or to solicitations that include services in which the resulting contract will have no cost to the state (even though there may be “value” to the contractor). If a solicitation is for services and commodities, section 285.530, RSMo, applies if the services portion of the solicitation is over $5,000. Section 285.530, RSMo, may not pertain to some purchases that will be paid using exempt object codes. It is advised that each agency speak with its General Counsel if it has any questions as to the applicability of section 285.530, RSMo. Any SFS procurement that includes services over $5,000 must require the potential contractor to certify their current business status by completing Box A, Box B, or Box C of the BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION EXHIBIT. Reference Section Nine: Single Feasible Source (SFS) Procurement of the Procurement Manual: (<https://oapurch.state.mo.us/procurementsources.shtm>) for additional instructions regarding SFS procurements.

NOTE: Section 285.530, RSMo, does not apply to procurements in which an agency contracts with a Missouri state agency or federal governmental entity.  Section 285.530, RSMo, does pertain to procurements in which an agency contracts with a Missouri school, a Missouri university, an out of state agency, an out of state school, an out of state university, all political subdivisions, an instate vendor, or an out of state vendor.

2) **Section 34.040.7, RSMo,:** Verify if the vendor is in compliance with section 34.040.7, RSMo. Reference Section Nine: Single Feasible Source (SFS) Procurement of the Procurement Manual: <https://oapurch.state.mo.us/procurementsources.shtm>.

NOTE: Agencies are not required to verify if Missouri state agencies and federal governmental entities are compliant with section 34.040.7, RSMo. Agencies are required to verify if the following entities are compliant with section 34.040.7, RSMo,: Missouri schools, Missouri universities, out of state agencies, out of state schools, out of state universities, all political subdivisions, instate vendors, out of state vendors, and foreign vendors.

3) **Federal Funds:** If SFS procurement will include federal funds, verify against the System for Award Management (SAM) (<https://www.sam.gov/SAM/>), provided by the General Services Administration (GSA), to ensure the vendor is not on the list of individuals, entities, and contractors excluded from Federal procurement and sales programs, non-procurement programs and financial and non-financial benefits. If the vendor is found on the list, the SFS procurement cannot be processed.

4) **Secretary of State Business Registration**: Verify whether the vendor is registered with the Secretary of State at <https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>. If the vendor is registered with the Secretary of State, document the vendor’s registration by including a copy of the screen print(s) of the applicable Secretary of State search results screen in the Department’s procurement files.

If the vendor is not registered with the Secretary of State, contact the vendor using the Secretary of State Business Registration E-Mail provided in Appendix G of the Procurement Manual located at <https://oapurch.state.mo.us/procurementsources.shtm> or similar e-mail. If the vendor’s response to the e-mail states they are not required to register per a specific exemption stated in per [section 351.572, RSMo](http://www.moga.mo.gov/statutes/C300-399/3510000572.HTM), place the Secretary of State Business Registration E-mail and the vendor’s response in the Department’s procurement files. If the vendor’s response does not indicate that they are exempt from registering with the Secretary of State due to one of the specific exemptions contained in section 351.572, RSMo, an award cannot be made to the vendor. However, Departments are encouraged to consult with their Department legal counsel to confirm validity of registration exemptions. Document the vendor’s ineligibility for award and places the documentation along with the Secretary of State Business Registration E-Mail and the vendor’s response in the Department’s procurement files.

### 5) Purchasing Suspension/Debarment List: Verify whether the vendor is found on the Purchasing Suspension/Debarment List located on the Purchasing Vendor Information tab at <https://oa.mo.gov/purchasing/vendor-information>. If the vendor is found on the list, an award cannot be made to the vendor. Documentation of the search results may include a screen print(s) of the Purchasing Suspension/Debarment List.