Single Source RAP
Evidence Guide
Revised as of 3/2021

➢ Single Source (SS) procurement should be utilized sparingly and solely as an exception since the State may not receive fair and reasonable pricing due to lack of competition. (PIM #92)

➢ SS requests must be submitted with sufficient written evidence to support the request (AS 36.30.300(b)).

➢ SS RAP’s must include documentation of a Request for Information (RFI) which must be posted on the Alaska Online Public Notice (OPN) for a period of no less than 10 calendar days. This RFI is used as supporting documentation to show a good faith effort to conduct market research, find sources of competition and allow industry partners to provide insights on their capabilities to meet contractual requirements needed by a Department (PIM #92).

---

**Evidence Required for Single Source RAP Requests**

☐ RFI posted to the OPN for a period no less than 10 calendar days and responses if any.

☐ Written testimony from the State Program Manager and/or Subject Matter Expert clearly describing:
  - Their name, title and experience with the program and why this qualifies them to speak authoritatively on the matter.
  - Why the Product or service is needed.
  - If proprietary or unique, why this product or service is the only one that will work for the program.
    - Quantified potential time and/or cost impacts if the product or service were not purchased, i.e.:
      - Cost to transition to another product that outweigh any potential savings.
      - Impacts to data/research already performed.
      - Investments made in the current product, i.e., training, specialized equipment, etc. that would be lost.
      - Needing “X” number of hours to come up to the same level of expertise as their requested vendor; costing the state “Y” amount more.
      - Voiding existing equipment warranties or maintenance agreements.
      - Lack of compatibility.
  - Why using a competitive process is not practical.

☐ Written testimony from the vendor clearly describing:
  - They are the only source of the proprietary product or service;
  - They do not offer their product or service through dealers or resellers; or,
  - An explanation of their unique skill or knowledge & how they came to possess it.

☐ If related to an agency standard, any documentation and/or records that support the existing agency standard.

☐ Copies of any previously approved RAPs directly related to the project.

☐ Vendor Quote for Product or Service.

☐ If IT related, attach IRB approval for the procurement.