



**MISSOURI OFFICE OF HOMELAND SECURITY
DIVISION OF GRANTS**

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

P.O. Box 749
Jefferson City, MO 65102
Telephone: (573) 526-9020
Fax: (573) 526-9012

RE:	Click or tap here to enter text.
DATE:	Click or tap here to enter text.
AGENCY:	Click or tap here to enter text.
GRANT YEAR:	Click or tap here to enter text.
PROJECT TITLE:	Click or tap here to enter text.
DESCRIPTION	
Please specify the exact product/service your agency needs: Click or tap here to enter text.	
Is this a one-time acquisition or an ongoing need to acquire this product/service? Click or tap here to enter text.	
If ongoing, please specify the period for which the SFS is being requested (e.g., July 1, 20XX through June 30, 20XX): Click or tap here to enter text.	
Contractor name and vendor number: Click or tap here to enter text.	
Estimated annual amount of the SFS request: Click or tap here to enter text.	
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:	
<ul style="list-style-type: none"><input type="checkbox"/> a. Supplies are proprietary and only available from the manufacturer or a single distributor; or<input type="checkbox"/> b. Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or<input type="checkbox"/> c. Supplies are available at a discount from a single distributor for a limited period of time.	

In the space provided below, 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

Additionally, provide supporting documentation from the vendor/distributor documenting the SFS nature of the purchase.

Click or tap here to enter text.

**SFS REQUIREMENTS/CONTRACT DOCUMENT INSTRUCTIONS
(only for over \$25,000 requests)**

For ALL Single Feasible Source Requests Except Those Noted Below:

Attach the scope of work requirements, applicable pricing line items or vendor's quote (if available at time of SFS request) and any terms and conditions that would need to be included in the agreement.

OHS APPROVAL SIGNATURE: _____

DATE: _____

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 Sections 285.525 to 285.550 RSMo, Guidelines can be located at the following link: <http://oa.mo.gov/purchasing/agency-information/section-285525-%E2%80%93-285550-rsmo-employment-unauthorized-aliens-and> 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 34.040.7 RSMo, Vendor Compliance-Single Feasible Source Guidelines can be located at the following link: <http://oapurch.state.mo.us/compliance.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) (additional information can be located at the following link: <https://sam.gov/portal/SAM/#1>) 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:** Verification on whether the vendor is registered with the Secretary of State can be located at the following link: <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 H of the Procurement Manual which is located at the following link: <http://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, 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**: Verification on whether the vendor is found on the Purchasing Suspension/Debarment List located on the Purchasing Vendor Information tab can be located at the following link: <http://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.