



**MISSOURI DEPARTMENT OF PUBLIC SAFETY
DPS 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:
DATE:
AGENCY:
GRANT YEAR:
PROJECT TITLE & PROJECT NUMBER:
DESCRIPTION
Please specify the exact product/service your agency needs:
Is this a one-time acquisition or an ongoing need to acquire this product/service?
If ongoing, please specify the period for which the SFS is being requested (e.g., July 1, 20XX through June 30, 20XX):
Contractor name and vendor number:
Estimated annual amount of the SFS request:

JUSTIFICATION

Non Federal Funds

In the space provided below or on an attached page, please explain how the product/service described above satisfies one or more of the following SFS criteria (Section 34.044 RSMo) :

- 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.

Federal Funds

In the space provided below or on an attached page, please explain how the product/services described above fits one or more of the following circumstances (2 CFR 200.320 (f)):

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Office of Homeland Security expressly authorizes noncompetitive proposals in response to a written request from the local agency;
- d. After solicitation of a number of sources, competition is determined inadequate.

DPS GRANTS APPROVAL SIGNATURE (Your typed name will serve as your 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%93285550-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.

SFS must meet the criteria listed in 2 CFR 200.320.

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.