

Procurement Council Single Source Reporting

Demographics

1. Please provide the following agency information:

Name of Agency:	<input type="text"/>
Agency Code:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>
Date:	<input type="text"/>

2. Please provide the following Agency Contact Information for the person completing the survey:

Name:	<input type="text"/>
Title:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

3. Were Single Source Contracts awarded by this agency for the preceding fiscal year (April to March)?

☒ Yes

☐ No

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Specific Single Source Information

4. Total number of Single Source Contracts awarded during the preceding fiscal year (April to March).

5. Total dollar value of Single Source Contracts awarded during the preceding fiscal year (April to March).

6. The percentage of (%)Single Source Contracts awarded by the agency during the preceding fiscal year (April to March) in relation to the agency's total number of contracts awarded during the reporting period.

7. The percentage of (%)the total dollar value of Single Source Contracts awarded by the agency during the preceding fiscal year (April to March) in relation to the total dollar value of the agency's contracts awarded during the reporting period.

8. Please provide an assessment of your agency's efforts to minimize the award of Single Source Contracts:

The Office of the State Comptroller (OSC) strives to promote competition and issues competitive procurements whenever possible. Single-source procurements are limited to when a formal competitive process is not feasible due to unique or extenuating circumstances. OSC monitors the use of single source procurements and proceeds only when there is sufficient justification that it is in the best interest of OSC to contract on a single-source basis. Further, OSC works to limit the terms of single-source agreements to the minimum period necessary to provide services and/or rectify the circumstances that necessitated the single source contract.