



Grantee Vendor - Single/Sole Source Justification Form

State Agency: MDVA	Division/Department:
Grantee:	Grant Period:
SWIFT Grant Contract Number: (To be completed after grant is awarded)	Grant Amount:

1. State the Purpose of the Grant:

2. Summarize the work the Grantee is expected to perform

3. Summarize the work the Vendor is expected to perform and provide a justification for categorizing the Vendor as Single/Sole Source:

(Reference the vendor's geographic location, specialized knowledge and/or relationships, specialized equipment, and all other factors that contribute to the decision to categorize the vendor as single/sole source. A single/sole source vendor may not be based solely on Grantee convenience and/or prior relationship.)

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(Section completed by MDVA staff only)

State Agency: MDVA	Division/Department:
Grantee:	Grant Period:
Vendor:	Budgeted Line item Amount:
SWIFT Grant Contract Number: (Completed after grant is awarded)	Grant Amount:

SPECIAL CIRCUMSTANCES RELEVANT TO THIS GRANT. (Check all that apply).

- Geographic location
- Specialized knowledge/Subject matter expert/Community relationships
- Specialized Equipment Required
- Funder Designated Sub-Recipient
- Other _____ (see full description in item 3 of this form)

I certify that:

- 1) I recognize that state policy best practices recommends Grantees use a competitive process to select vendors unless only one entity is reasonably able to meet the grantee vendor's intended purpose and objectives;
- 2) The grantee vendor budgeted amount is fair, reasonable, and provides the best value to the State of Minnesota; and
- 3) The grantee's single/sole source vendor justification is not the result of inadequate advance planning or for purposes of securing the services of a preferred provider.

Grant Manager's Signature:

Date:

Division Director's (or Designee's) Signature:

Date:

Financial Management Signature:

Date: