

**DESCRIPTION OF INTENDED
SINGLE SOURCE PURCHASE
(PUR 7776)**

<u>AGENCY</u>	<u>Department of Community Affairs</u>
<u>TITLE</u>	Insert a title here
<u>CONTACT</u>	
Name:	Insert the program contact here
Address:	2555 Shumard Oak Blvd, Tallahassee, FL 32399-2100
Telephone:	Insert phone number here
Email:	_____@dca.state.fl.us
Internal tracking number, if any:	DCA-SS-
<u>Date posted:</u>	<u>Last day for receipt of information:</u>

This description of commodities or contractual services intended for purchase from a single source is posted in accordance with section 287.057(5)(c), Florida Statutes and will remain posted for a period of at least 7 business days.

Commodity or Service Required (commodity class and group, manufacturer, model, and description, as appropriate):

Quantity or Term:

Requestor:

Performance and/or Design Requirements: (intended use, function or application, compatibility etc. requirements; reference to policy, rule, statute or other act of the Legislature, etc., as appropriate):

Intended source (vendor, contractor):

Estimated Dollar Amount:

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate): .

Approved By (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing):

David Perrin: Purchasing Director

Prospective vendors are requested to provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the agency, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the agency shall:

1. Provide notice of its intended decision to enter a single-source purchase contract in the manner specified in s.120.57(3) FS, if the amount of the contract does not exceed the threshold amount provided in s.287.017 for CATEGORY FOUR.
2. Request approval from the Department of Management Services for the single-source purchase, if the amount of the contract exceeds the threshold amount provided in s.287.017 for CATEGORY FOUR. If the Department of Management Services approves the agency's request, the agency shall provide notice of its intended decision to enter a single-source contract in the manner specified in s.120.57(3), FS.