

## SOLE SOURCE JUSTIFICATION

To be used for all requests for a non-competitive award

As required by Federal Transit Administration Circular FTA C 4220.1F Third Party Contracting Guidance, Rev. 4, March 18, 2013, and all subsequent editions, as available on FTA's website, [www.fta.dot.gov](http://www.fta.dot.gov).

AGENCY	
PROJECT AUTHORIZATION <i>(Leave this field blank if a project authorization has not been awarded for this procurement.)</i>	
ITEM BEING PROCURED	
Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances apply <i>(check applicable boxes)</i> .	
<input type="checkbox"/>	The item is available from a single source.
<input type="checkbox"/>	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.*
<input type="checkbox"/>	FTA authorizes noncompetitive negotiations (not applicable to Section 5311 and Section 5310 transit agencies).
<input type="checkbox"/>	After solicitation of a number of sources, competition is determined inadequate.
<input type="checkbox"/>	The item is an associated capital maintenance item as defined in 49 U.S.C. 5307(a)(1) (not applicable to Section 5311 and Section 5310 transit agencies).
Explain why the selected circumstances apply.	
Add additional sheets if necessary.	

- \* The circumstance of a public exigency or emergency must include a description of the public exigency or emergency and an explanation of why there is no time for a competitive procurement. **In dire circumstances immediately contact the MDOT Office of Passenger Transportation compliance analyst or your project manager for authorization to proceed.**
- Less than full and open competition is not justified based on the recipient's lack of advance planning or the expiration of federal assistance previously available for award– FTA C 4220.1F Page VI-19.
- A contract amendment or change order that is not within the scope of the original contract is considered a new procurement and is generally a sole source award that requires the use of this form.
- A Cost Analysis is required with the use of this form to determine the award price is fair and reasonable.

NAME	TITLE	
SIGNATURE		DATE