

QUICK GUIDE FOR DNA BACKLOG GRANTEES

EDITION: SOLE SOURCE GANS

All Sole Source GANs must have a justification attached!!

Go over your budget thoroughly to see if requests for one single vendor equal or exceed \$100,000. If you are not going through a competitive bid process, a Sole Source Approval GAN must be approved prior to purchase.

Justification Tips:

GUIDANCE!!!

Follow the program office guidance. Use appropriate wording for each section.

Justification **MUST BE IN YOUR OWN WORDS!!!** Verification that this is a unique system from the vendor is not appropriate and will not be accepted.

Make a table in your justification document that shows the exact items (name of item, cost per item, number of units, and total cost) you wish to sole source from the vendor.

Sole Source requests for instruments must come with either a quote or an e-mail from your agency that certifies that validation and training were not bundled in the request.

NIJ cannot approve requests for equipment that you have not evaluated or validated in your laboratory. New equipment must be either evaluated or bid.

GMS Tips:

The "Organization to be sole source to" is the **VENDOR**, not your own laboratory. Include the **zip code PLUS FOUR** in their address.

Check that the "Amount to Sole Source" is the exact total of requests for this vendor as calculated from your last approved budget.

Budget Changed?
Quote different than
approved requests?



Put in a Budget Modification
GAN at the same time.