**Procurement – Single Response Analysis Worksheet**

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| **Grantee:** | Click or tap here to enter text. |
| **Contracting Officer:** | Click or tap here to enter text. |
| **Item to Procure:** | Click or tap here to enter text. |
| **Date Completed:** | Click or tap to enter a date. |

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| **Single Response Analysis**  Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.  (4220.1F.VI.3.i.(1)(b)2) | | | | |
| **Single Response Offeror**  Enter Single Response Offeror | | | | |
| Click or tap here to enter text. | | | | |
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| **Single Response Analysis – Specification Review for Undue Restrictiveness**  Review the specifications for the item or service and the solicitation and discuss if specifications appear to be restrictive of competition. Are specifications unduly restrictive of competition? | | | | |
| Click or tap here to enter text. | | | | |
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| **Single Response Analysis – Survey of Potential Sources**  Survey potential sources that chose not to submit an offer. Note below the source and reason for not submitting an offer. | | | | |
| **Potential Source** | | **Reason for Not Submitting an Offer**  **(Attach email/correspondence documentation)** | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | |
|  | | | | |
|  | | | **True** | **False** |
| **Single Response Analysis – Specification Review for Undue Restrictiveness**  Does the discussion above appear to demonstrate that the specifications for the item/service and the solicitation were not unduly restrictive of competition? | | |  |  |
| **Single Response Analysis – Specification Review for Undue Restrictiveness**  Do the survey responses of potential sources reveal that overly restrictive item/service or solicitation specifications were not the reason for their lack of a response? | | |  |  |
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| **Single Response Analysis:**  Select the result of the prior two questions. | | | | |
|  | **Adequate Competition.**  If the responses to both questions above are true, then the reasons for one response are beyond the recipient’s control and no sole source justification is required. The procurement qualifies as a valid competitive award. Continue with the procurement method process that was initiated.  (4220.1F.VI.3.i.(1)(b)2a) | | | |
|  | **Inadequate Competition.**  If the responses to both questions above are not true, then the reasons for one response are within the recipient’s control and a sole source justification is required. Complete the sole source procurement method. The recipient will have to provide a justification as to why the specifications as requested in the solicitation must be used.  (4220.1F.VI.3.i.(1)(b)2b) | | | |