

**SERVICE LEVEL COMMITMENT  
for  
DGS BOP SOLE SOURCE REQUESTS**

This Service Level Commitment applies when an agency submits a request to BOP to procure materials or services on a sole source basis. Policy for sole source procurements can be found in the Procurement Handbook [Part II Chapter 5](#) for materials and [Part III Chapter 5](#) for services.

**Responsibilities**

<b>Agency</b>	<b>DGS</b>
<ul style="list-style-type: none"><li>• Request Approval Internally</li><li>• Research Needs and Industry and attaches to Request</li><li>• Ascertain Funding Availability</li><li>• Request Sole Source and Provide Clear Justification in Request</li><li>• Obtain Service Purchase Request (SPR) (services only)</li></ul>	<ul style="list-style-type: none"><li>• Approve or Disapprove Sole Source Request.</li><li>• Research Needs and Availability of Competitive Sources</li><li>• If Disapproved, Request Procurement In Accordance with Formal Competitive Procedures.</li><li>• If Approved, Notification given to Agency to proceed (for services)</li><li>• Provide Consultative Assistance</li></ul>

**Procedure Routings And Approvals**

Regardless of the type of sole source request, approval from DGS must be obtained prior to initiating a contract or purchase order.

Sole source requests for Materials must be inputted via an SRM shopping cart. All internal and external approvals and a Source Justification Form must be included with every shopping cart. These forms may be accessed at:

**DGS BOP Materials/Services:** <https://collab.pa.gov/dgs/home/BOP/Pages/Sole-Source-Procurement.aspx>

**Minimum Documentation Requirements**

- Internal Approvals
- Estimated Costs
- Statement of Work
- Appropriate Source Justification Form
- Cost Certification Data Sheet (If over \$100,000)
- SPR (services only)

## **Service Level Commitment**

**Materials** - Sole Source Requests for materials must be approved by DGS BOP and the Board of Commissioners of Public Grounds and Buildings.

- If the sole source is denied, DGS BOP will respond with its denial within **20 business** days of receipt.
- If the sole source is approved by DGS BOP, the final decision may take up to 60 business days. This will depend on the meeting schedule for the Board of Commissioners.

**Services** - Sole Source Requests will be reviewed and a determination made within **15 business** days of receipt at DGS BOP.