

# Procurement Council Single Source Reporting

## Demographics

### 1. Please provide the following agency information:

**Name of Agency:**   
**Agency Code:**   
**Address:**   
**Address 2:**   
**City/Town:**   
**State:**   
**ZIP/Postal Code:**   
**Date:**

### 2. Please provide the following Agency Contact Information for the person completing the survey:

**Name:**   
**Title:**   
**Address:**   
**Address 2:**   
**City/Town:**   
**State:**   
**ZIP/Postal Code:**   
**Email Address:**   
**Phone Number:**

### 3. Were single source contracts awarded by this agency?

Yes

No

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## Specific Single Source Information

**4. Total number of Single Source Contracts awarded for preceding April to March annual period.**

11

**5. Total dollar value of Single Source Contracts awarded for preceding April to March annual period.**

\$72,621,566.01

**6. Percentage (%) of the number of Single Source Contracts awarded for preceding April to March annual period in comparison to total number of all agency contracts awarded in such period.**

15.28%

**7. Percentage (%) of the dollar value of Single Source Contracts awarded for preceding April to March annual period in comparison to total dollar value of all agency contracts awarded in such period.**

55.19%

**8. Please provide an assessment of your agency's efforts to minimize the award of single source:**

OSC strives to promote competition and utilize a competitive procurement process whenever possible. Single-source procurements are limited to when a formal competitive process is not feasible due to unique or extenuating circumstances. OSC monitors the use of single source procurements and proceeds only when there is sufficient justification that it is in the best interest of OSC to contract on a single-source basis. Further, OSC works to limit the terms of single-source agreements to the minimal period necessary to provide services and/or rectify the circumstances that necessitated the single source contract.