

## **Sole Source Justification: Instructions**

The top section is relatively straightforward but here is guidance, if needed:

- **Proposed Subrecipient:** Entity/institution to which UC Davis will be sending a subaward.
- **Prime Sponsor:** The sponsor to which UC Davis is applying/has applied for funding.
- **Project Title:** Full title of project. (Not much space here for longer titles)
- **UCD Principal Investigator:** Faculty member leading (or who will lead) the project.
- **Proposed Subaward Amount:** The total amount proposed to be sent to the subrecipient entity/institution.
- **Cayuse Proposal/Project No.:** Related Cayuse SP #. Could be formatted like 26-8888 (Cayuse Proposal #) or A26-9876 (Cayuse Project #).
  - **Note:** A Cayuse Award Number is always the Project Number + a 3-digit suffix (i.e., A26-9876-001). Simply drop the suffix to send the Project Number.
- **Department Contact:** Dept Administrator who supports PI.

For the **3 open-ended questions**, write what you think best, but keep in mind that the federal agency will want a **defensible justification** as to why a competitive process was not used.

Consider such approaches as:

- **Uniqueness** Scholastic or practical expertise
- **Compatibility** Prior research by the subrecipient PI is compatible with current project.
- **Resources** Subrecipient PI has access to resources not available elsewhere.
- **Timeframe** As time is of the essence, the subrecipient PI is the only one known source who can meet UCD's needs within the required timeframe

For more specific guidance on language, you can reference [Federal Acquisition Regulation 6.302](#) for Federal criteria regarding “contracting without providing for full and open competition.” This is divided by section, the most relevant being:

- **6.302-1 Only one responsible source and no other supplies or services will satisfy agency requirements.**
- **6.302-2 Unusual and compelling urgency.**