

SPECIFIC SOURCE JUSTIFICATION (SSJ) INSTRUCTIONS

Technical and requirements personnel are responsible for providing and certifying as accurate and complete necessary data to support their recommendation for other than full and open competition. The justification must demonstrate that only one company can perform. The following are examples of bases for an SSJ:

- a) The supplies/services to be acquired are unique to Mt. San Antonio Community College.
- b) Time is of the essence and only one known source can meet Mt. San Antonio Community College's needs within the required timeframe.
- c) Data is unavailable for competitive procurement.
- d) It is necessary that the item being acquired from one source be compatible and interchangeable with existing equipment.

The following elements must be addressed in the SSJ:

- a) State clearly Mt. San Antonio Community College's requirements. Make sure that the entire requirement is covered by the justification.
- b) Explain why the supplier is the only company that can meet Mt. San Antonio Community College's requirement. The documentation necessary to adequately substantiate the two most common basis of Sole/Single source is:
 - i. If the supplier has a unique capability, whether it is an item or service, it is insufficient to simply say that the supplier is unique. If the item is unique to the supplier, the unique characteristics must be set forth. If the supplier has unique expertise, that expertise must be described. If the supplier has unique equipment or facilities or it has proprietary data, it must be explained.
 - ii. If only one supplier can perform within the required timeframe, the timeframe must be explained:
 - 1. Provide the date by which the supplies/services must be delivered.
 - 2. Indicate how that date was determined and its significance.
 - 3. Indicate the impact of delay beyond that date in terms of program schedules, milestones, etc.
 - 4. State how long it would take another supplier to acquire the capability to perform (learning curve), how much it would cost another supplier to get up to speed, and if appropriate, what it would cost Mt. San Antonio Community College in terms of dollars and manhours to get another supplier up to speed. State the bases for the above estimates.
- c) State how the decision to go Sole/Specific Source was reached. Generally, technical personnel's knowledge and experience can be used to support SSJ. The following are examples of documentation supporting this element:
 - i. Explain requisition originator's experience that would indicate that he knows only one source can perform.
 - ii. Explain that technical publications, symposiums, or conferences clearly indicate that only one company can perform. List publications read and symposiums and conferences attended.
 - iii. State what is being done to foster future competition.
 - iv. Justification must be signed and dated.

- d) Describe the item and the particular uses of the item. State specifically what the item is going to be for and what it will do. Include here any project numbers and titles that the material in question will support or historically has supported.
- e) State the distinguishing characteristics of the item and why this is the only item that will fulfill the requirements. This may include being an add-on to an existing system or the replacement of an existing system. Copyrights and trademarks may be applicable here depending on the situation.
- f) Explain what would happen if another, unequal item were procured instead. Include any training delays, alteration of standard operating procedures, etc. that would cost the institution time, funds and overall completion of projects. This is the appropriate area to describe any design changes that would be necessary if another source were to be used.
- g) Outline the work performed to determine what other, similar items are offered from other vendors and why these items will not satisfy the requirements stated in the previous steps. This may need to be explicit to include: company names, contact information, and in some cases, valid quotes.
- h) If there is cost impact, detail the cost impact of utilizing another source.
- i) If there is schedule impact, detail the schedule impact of utilizing another source.

****IMPORTANT****

*The two most often cited basis for SSJ are uniqueness and timeframe. These are often confused and inappropriately interchanged. If a supplier is unique and if his uniqueness is adequately substantiated, a discussion of timeframe is inappropriate. If the basis for the SSJ is timeframe, a discussion of uniqueness should not be made or alluded to.

*Timeframe does not make a supplier unique.

*Statements that a supplier has the best capability, offers the lowest price, or is the only qualified source are not bases for an SSJ. Such determinations can only be made through competitive acquisitions. A strong presentation which merely establishes that the recommended source is most highly qualified to perform but does not establish why other sources cannot perform is unacceptable.

*Incumbency does not justify an SSJ.

*Administrative delay or lack of adequate advanced planning do not create an urgency that justifies an SSJ.