



# **COPS** *Fact Sheet*

COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

www.cops.usdoj.gov

## COPS MORE: Sole Source Justification

All grantees must follow the regulations listed in 28 C.F.R. 66.36 Procurement. If an agency determines that non-competitive procurement applies to an award, it should submit a written request for an exception to the general rule regarding competition. Use the following format if your agency intends to spend \$100,000 or more without a competitive bid:

### **Paragraph 1: Description**

- Briefly describe the program.
- Describe the goods or services to be procured non-competitively.

### **Paragraph 2: Necessity of Non-Competitive Procurement**

- Outline the contractor's expertise.
- Describe the advantages of the contractor's management team.
- Illustrate the contractor's responsiveness.
- Detail the contractor's knowledge of the program.
- Explain the importance of the experience of the contractor's personnel.
- Either include the results of a market survey that shows unavailability of competition, or an explanation of why such a survey was not conducted.

### **Paragraph 3: Time Constraints**

- Explain when contractual coverage is required and why.
- Outline the impact on the program of unmet deadlines.
- Estimate how long it would take another contractor to reach the same level of competence.

### **Paragraph 4: Uniqueness**

### **Paragraph 5: Other Relevant Factors**

### **Paragraph 6: Declaration of Agency's Best Interests**

Requests for a non-competitive procurement should be sent to:

COPS MORE Control Desk  
Office of Community  
Oriented Policing Services (COPS)  
1100 Vermont Avenue NW, 7th Floor  
Washington, D.C. 20530