# Minnesota Department of Natural Resources

## Single/Sole Source Grant and Contract Justification Form

It is the [policy of the State of Minnesota](http://www.admin.state.mn.us/documents/grants_policy_08-07.pdf) that grants and contracts are to be competitively awarded as much as possible. Single and sole source grants/contracts are to be used when only one entity is reasonably able to meet a grant’s intended purpose and objectives due to their geographic location, specialized knowledge, relationships, or specialized equipment. In those situations, complete this form, have it signed by the authorized representative for your grant, and sent it to the designated MN DNR Authorized Representative for review and signature. Both the grantee and the MN DNR should keep copies of the completed form.

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| --- | --- |
| **Grantee** | **Grant Project Name** |
| **Grant Number** | **Grant Period** |
| **Grant Amount** | **Grant Funding Source** |

### Description of Subgrant/Subcontract activities:

### Description of the work the Grantee is expected to perform:

(Provide an overview of the deliverables. You may also attach a copy of the grant duties to this form)

### Description of the subgrantee/subcontractor as justification for single/sole source:

(Reference the Grantee’s geographic location, specialized knowledge and/or relationships, specialized equipment, and all other factors that contribute to the decision to administer a single/sole source grant. A single/sole source grant may not be based solely on organization convenience and/or prior relationships with a potential subgrantee/subcontractor.)

### Explanation of how the subgrant/subcontract amount was determined:

### Description of the search conducted to locate potential subgrantees/subcontractors.

### Certifications

I am aware that State policy requires the use of competitive grant/contract processes unless only one entity is reasonably able to meet the grant’s intended purpose and objectives. I certify that:

*1. The grant/contract award amount is fair, reasonable, and provides the best value to the State of Minnesota.*

*2. The single source grant/contract award is not the result of inadequate advance planning or for purposes of securing the services of a preferred provider.*

*3. The current Conflict of Interest form on file with the MN DNR takes this situation into account.*

### Signatures

**Grantee Authorized Representative Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_**

### For DNR Use Only

I have reviewed this request and approve the use of this Single/Sole Source contract.

**DNR Authorized Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_**