



SOLE SOURCE CERTIFICATE AND POSTING NOTICE

A sole source procurement is when you make a request to purchase product(s) and/or service(s) without competition when competition is otherwise required. This means that product/service is unique and that the supplier is the only supplier that can provide the product or service. In accordance with the authority granted under applicable Florida law and UCF Regulation 7.130, the following documentation is submitted in support of this request.

The purchase requisition can be entered into UCF Financials at any point during the process set forth herein; however, doing so does not ensure approval of the sole source.

The completed sole source must be approved in the following order. **Please be sure to obtain all required signatures before submitting the form to Procurement Services.**

- PI/Researcher/Director/Chair
- President/Vice President/Dean
- Procurement Specialist
- Procurement Services Associate Director
- Assistant Vice President for Tax, Payables & Procurement, who will review and provide a recommendation to approve or disapprove the sole source to:
- Chief Financial Officer, who will either directly approve or disapprove the sole source, or forward it to the Provost and Executive Vice President for goods/services related to academia for input prior to making the final decision.

Contingent upon the approval of all the officers/individuals listed, the sole source shall be posted on the UCF Procurement Services website for seventy-two (72) business hours. Upon expiration of said posting period, Procurement Services will process a purchase order upon receipt of the requisition.

Once the completed sole source is received, Procurement Services reviews the documentation provided and determines whether the sole source is valid or if there are additional suppliers that may be able to provide the requested product or service. The sole source review and approval process varies based on the nature of the product/service being requested and the information provided in the requestor's justification, among other factors, so please keep this in mind when submitting the form.

The usual bidding process shall be conducted if sole source approval is not granted.

PART I: DEPARTMENT AND SUPPLIER INFORMATION

Department Name: _____

Contact & Phone: _____

Purchase Request No.: _____

Product/Service Cost: _____

Company Name: _____

Email: _____

Contact Person: _____

Title: _____

Product and/or Service: _____

Telephone: _____ Facsimile: _____

Address: _____ City: _____

State and Zip: _____

PART II: SOLE SOURCE JUSTIFICATION (see pages 4-5)

Only justifications submitted on this form and in the below format will be reviewed for approval. All of the below listed points MUST be fully answered on the following pages and any additional attached pages as needed. Failure to submit justification as outlined in the format below will result in the form being returned without review.

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.
2. State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.
3. State why the product(s) and/or service(s) are available from only one source and how that determination was made. Explain the research conducted to support this claim.
4. Provide an explanation to support the belief that the price is fair and reasonable.

PART III: SOLE SOURCE CERTIFICATIONS

- A. In my professional opinion, this is the only product or service that can reasonably meet my requirement(s)/specification(s), and this is the only supplier who can provide the product or service. I further certify that the information contained herein is true and correct to the best of my knowledge and belief and would withstand any audit or supplier protest.
- B. I, the undersigned, certify that I and/or the user do not have a financial interest in the above named supplier or contractor, and that I am unaware of any conflict of interest related to this purchase.

Signature

Printed Name and Title (PI/Researcher/Director/Chair)

Date

I, the undersigned, hereby concur with the above justification and authorize the acquisition of the above product(s) and/or service(s) on a sole source basis.

Signature

Printed Name and Title (President/Vice President/Dean)

Date

(Delegations not allowed; emails from absent approvers are acceptable)

I, the undersigned, hereby concur with the above justification and support a sole source approval for the above product(s) and/or service(s).

Signature

Printed Name and Title (Procurement Specialist)

Date

I, the undersigned, hereby concur with the above justification and support the acquisition of the above product(s) and/or service(s) on a sole source basis.

Signature

**Printed Name and Title
(Procurement Services Associate Director)**

Date

I, the undersigned, hereby concur with the above justification and authorize the acquisition of the above product(s) and/or service(s) on a sole source basis.

Signature

**Printed Name and Title
(Asst. Vice President for Tax, Payables & Procurement)**

Date

I, the undersigned, hereby concur with the above justification and authorize the acquisition of the above product(s) and/or service(s) on a sole source basis.

Signature

Printed Name and Title (Chief Financial Officer)

Date

POSTING NOTICE

Date/Time Posted

Posting End Date

UCF Control No.

Procurement Specialist

SOLE SOURCE JUSTIFICATION

Please answer the questions below and attach additional documentation if needed.

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.

2. State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.

SOLE SOURCE JUSTIFICATION

3. State why the product(s) and/or service(s) are available from only one source and how that determination was made. Explain the research conducted to support this claim.

4. Provide an explanation to support the belief that the price is fair and reasonable.

From: [Gerald Hector](#)
To: [Joel Levenson](#)
Cc: [Gina Bazile](#); [Brian Sargent](#)
Subject: Re: Req 494165 Sole Source - Straub Jr, Frank for online course development
Date: Sunday, September 12, 2021 8:40:26 PM

Joel:

I approve of this sole source request. The cross section of police experience and a licensed clinician seems to be a unique set of skills. I also noted the research done on other potential vendors.

Regards,

Gerald.

From: Joel Levenson <Joel.Levenson@ucf.edu>
Sent: Saturday, September 11, 2021 9:26 AM
To: Gerald Hector <Gerald.Hector@ucf.edu>
Cc: Gina Bazile <gina.bazile@ucf.edu>; Brian Sargent <Brian.Sargent@ucf.edu>
Subject: RE: Req 494165 Sole Source - Straub Jr, Frank for online course development

Gerald,

I support the attached sole source. The consultant has a unique background in both law enforcement and mental health counseling, which matches the need of the department to develop their course.

If you agree, reply all indicating as such and we can move forward. Let me know if you'd like to discuss this further.

Thank you,

From: Brian Sargent <Brian.Sargent@ucf.edu>
Sent: Thursday, September 9, 2021 4:04 PM
To: Joel Levenson <Joel.Levenson@ucf.edu>
Cc: Gina Bazile <gina.bazile@ucf.edu>
Subject: FW: Req 494165 Sole Source - Straub Jr, Frank for online course development

Hi Joel,

I support this sole source to Frank Straub for the development of an online course to train mental health clinicians in the culture of police work for UCF RESTORES. Please approve/disapprove.

Summary: Frank's credentials are unique in that he has broad expertise in both law enforcement including service with the New York Police Dept., the FBI, and NCIS. He is also a practicing mental health clinician treating trauma. It's the combination of these two credentials that make this a single source for these consultation services.

The department search revealed a number of individuals with prior careers in law enforcement who had then set up businesses/foundations/charitable organizations designed to help other law enforcement officers with traumatic stress/PTSD as a result of their work as a police officer. However these individuals did not reveal any formal training as a clinician. They may have had had a personal history with mental health challenges but no formal training/education as a mental health provider.

Examples: (all are experienced police officers interested in mental health but no training as a mental health provider)

Brian Nanavaty, Dolan Consulting Group <https://www.dolanconsultinggroup.com/instructor/brian-nanavaty/>

Mark DeStefano and Tina Leman, Ph.D. Blue Line Support <https://bluelinesupport-bls.org/board-of-directors/>

Mark DiBono <https://lineofduty.com/si44-suicide-prevention-the-amazing-journey-of-sgt-mark-dibona/>

Similarly, a search of professional psychology/counseling associations revealed individuals who had experience treating police officers but no prior experiences as a police officer. Experience "working with" is hard to quantify and different from having worked in the law enforcement field.

Experience does not equal expertise/advanced knowledge/formal training in the area. Examples: (trained as mental health clinicians - they work with police but no experience as a police officer)

Regards,

Brian

From: Shirley Wang <shirley.wang@ucf.edu>

Sent: Tuesday, September 7, 2021 5:02 PM

To: Gina Bazile <gina.bazile@ucf.edu>; Brian Sargent <Brian.Sargent@ucf.edu>

Cc: Procurement Services <Procurement@ucf.edu>

Subject: FW: Req 494165 Sole Source - Straub Jr, Frank for online course development

Hi Brian,

Attached is the revised Sole Source requested by Gina. But she is out of office until Sep 13th. Could

you please find someone else to take care of this for us? We are waiting for the PO to pay the person.

Thank you for your help very much!

Best regards,
Shirley

From: Deborah Beidel <Deborah.Beidel@ucf.edu>
Sent: Saturday, September 4, 2021 11:49 AM
To: Christina Alecse <Christina.Alecse@ucf.edu>; Shirley Wang <shirley.wang@ucf.edu>
Subject: RE: Req 494165 Sole Source - Straub Jr, Frank for online course development

Hello Shirley and Christina
Here you go.
Deborah

Deborah C. Beidel, Ph.D., ABPP
Trustee Chair and Pegasus Professor
of Psychology and Medical Education
Executive Director, UCF RESTORES
University of Central Florida
Suite 203 Psychology Building
4111 Pictor Lane
Orlando, FL 32816
Phone (407) 823-3254
deborah.beidel@ucf.edu

From: Christina Alecse <Christina.Alecse@ucf.edu>
Sent: Friday, September 03, 2021 4:28 PM
To: Shirley Wang <shirley.wang@ucf.edu>
Cc: Deborah Beidel <Deborah.Beidel@ucf.edu>
Subject: RE: Req 494165 Sole Source - Straub Jr, Frank for online course development

Hi Shirley,

I CC'd Dr. Beidel to provide this information. Dr. Beidel, this is in regard to the sole source for Frank Straub, #3 on page 5. I highlighted the portion that Procurement is requesting below.

Regards,
Christina

From: Shirley Wang <shirley.wang@ucf.edu>
Sent: Friday, September 3, 2021 4:19 PM

To: Christina Alecse <Christina.Alecse@ucf.edu>

Subject: FW: Req 494165 Sole Source - Straub Jr, Frank for online course development

Hi Christina,

Could you please answer the following questions from UCF Procurement regarding to the Sole Source Form for Frank's requisition?

Regards,
Shirley

From: Gina Bazile <gina.bazile@ucf.edu>

Sent: Friday, September 3, 2021 4:15 PM

To: Shirley Wang <shirley.wang@ucf.edu>

Cc: Brian Sargent <Brian.Sargent@ucf.edu>

Subject: RE: Req 494165 Sole Source - Straub Jr, Frank for online course development

Hello Shirley,

I have reviewed your sole source and have a question. You mentioned that a search was done to find a person who's qualified and an expert not only in law enforcement but also in treating first responders with trauma. I am going to need some examples of who these people were, why they qualified at first and were disqualified at the end.

Sincerely,
Gina

From: Brian Sargent <Brian.Sargent@ucf.edu>

Sent: Wednesday, September 1, 2021 1:00 PM

To: Gina Bazile <gina.bazile@ucf.edu>

Cc: Trinh Nguyen <Trinh.Nguyen@ucf.edu>; Shirley Wang <shirley.wang@ucf.edu>

Subject: FW: Req 494165 Sole Source - Straub Jr, Frank for online course development

Hi Gina,

Assigning this sole source to you.

Shirley – would you be the point of contact for any questions Gina has?

Thanks,

Brian

From: Trinh Nguyen <Trinh.Nguyen@ucf.edu>

Sent: Monday, August 30, 2021 4:56 PM

To: Brian Sargent <Brian.Sargent@ucf.edu>

Subject: Req 494165 Sole Source - Straub Jr, Frank for online course development

Hi Brian,

The above req has a SS attached. Please assign.

Thanks,

Trinh