



# Single Source Action Agency Report Form (PUR 7779)

In accordance with paragraph 287.057(3)(c), Florida Statutes, this form is used by state agencies to report single source actions to the Department of Management Services (DMS). Agencies are required to report to DMS on a quarterly basis all actions which required posting a Description of Intended Single Source Purchase (PUR 7776) and, if applicable, a Notice of Intended Decision to Enter into a Single Source Contract (PUR 7778). Please direct any questions to [singlesource@dms.fl.gov](mailto:singlesource@dms.fl.gov).

## Instructions

This form should be used upon completion of each single source action and all such actions shall be submitted quarterly to DMS. A single source action is considered completed when one of the following occurs:

1. The agency posts a PUR 7776, but does not proceed with the single source process by posting a PUR 7778 or entering into a single source contract.
2. The agency posts a PUR 7776 and PUR 7778, but does not proceed with the single source process by entering into a single source contract.
3. The agency posts a PUR 7776 and PUR 7778 and enters into a single source contract.

## Agency Information

**Agency \***

**Purchasing Director Name \***

**Purchasing Director Phone Number \***

**Purchasing Director Email Address \***

**Is the individual submitting this form the agency's purchasing director? \***

Yes  No

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## PUR 7776 Information

Please provide the date that the Description of Intended Single Source Purchase (PUR 7776) was electronically posted. \*

Advertisement Number \*

Commodities or Contractual Services Required \*

Did any prospective vendors provide information regarding their ability to supply the commodities or contractual services required? \*

Yes  No

What action was taken by the agency in response to the information provided by the prospective vendor(s)? \*

Did the agency determine that the commodities or contractual services are available only from a single source? \*

Yes  No

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## PUR 7778 Information

Please provide the date that the Notice of Intended Decision to Enter Into a Single Source Contract (PUR 7778) was electronically posted. \*

Advertisement Number \*

Did the agency receive a protest to the PUR 7778? \*

Yes  No

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**Did the agency receive a protest to the PUR 7778? \***

Yes  No

**What action was taken by the agency in response to the protest(s)? \***

**Did the agency enter into a single source contract? \***

Yes  No

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### Contract/Purchase Order Information

**Awarded Vendor \***

**Contract/Purchase Order Number \***

**Contract/Purchase Order Term \***

**Contract/Purchase Order Amount \***

Amount may include up to two decimal places (e.g. 9999.99). Please provide an estimate if the amount is not specified in the contract/purchase order.

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### Required Attachments

This form is not complete unless it is submitted along with the required documentation, as listed below. Attach the required documentation using the File Upload section below and select the checkbox next to each of the following items to acknowledge that the required documentation has been provided.

**A copy of the Description of Intended Single Source Purchase (PUR 7776). \***

**A copy of the Notice of Intended Decision to Enter Into a Single Source Contract (PUR 7778). \***

### File Upload

Drag and drop files here or [browse files](#)

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**Contract/Purchase Order Term \***

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PUR 7779

Effective: 07/2022

Incorporated by Reference: 60A-1.045, F.A.C.

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Send me a copy of my responses

**Submit**

source process by entering into a single source contract.

3. The agency posts a PUR 7776 and PUR 7778 and enters into a single source contract.

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### Agency Information

**Agency \***

Select ▼

- Agency for Health Care Administration
- Agency for Persons with Disabilities
- Department of Agriculture and Consumer Services
- Department of Business and Professional Regulation
- Department of Children and Families
- Department of Citrus
- Department of Corrections
- Department of Economic Opportunity
- Department of Education
- Department of Elder Affairs
- Department of Environmental Protection
- Department of Financial Services

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### PUR 7776 Information

source process by entering into a single source contract.

3. The agency posts a PUR 7776 and PUR 7778 and enters into a single source contract.

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### Agency Information

**Agency \***

Select ▼

- Department of Financial Services
- Department of Health
- Department of Highway Safety and Motor Vehicles
- Department of Juvenile Justice
- Department of Law Enforcement
- Department of Legal Affairs
- Department of Management Services
- Department of Military Affairs
- Department of Revenue
- Department of State
- Department of the Lottery
- Department of Transportation
- Department of Veterans' Affairs

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### PUR 7776 Information

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## Agency Information

**Agency \***

- Department of the Lottery
- Department of Transportation
- Department of Veterans' Affairs
- Division of Administrative Hearings
- Division of Emergency Management
- Executive Office of the Governor
- Fish and Wildlife Conservation Commission
- Florida Commission on Offender Review
- Florida School for the Deaf and the Blind
- Justice Administrative Commission
- Public Service Commission
- State Courts System

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## PUR 7776 Information