

# 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.

### 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 \* Select Purchasing Director Name \* Purchasing Director Phone Number \* Purchasing Director Email Address \* Is the individual submitting this form the agency's purchasing director? \* Yes No

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? *
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
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. *
31
Advertisement Number *
Did the agency receive a protest to the PUR 7778? *
○ Yes ○ No

Did the agency receive a protest to the PUR 7778? *
Yes
What action was taken by the agency in response to the protest(s)? *
Did the agency enter into a single source contract? *
Yes
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.
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.
$\hfill \square$ A copy of the Description of Intended Single Source Purchase (PUR 7776). $^\star$
☐ 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

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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☐ 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
PUR 7779 Effective: 07/2022 Incorporated by Reference: 60A-1.045, F.A.C.
Send me a copy of my responses
Submit

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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 \*



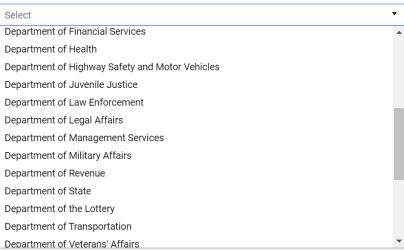
# PUR 7776 Information

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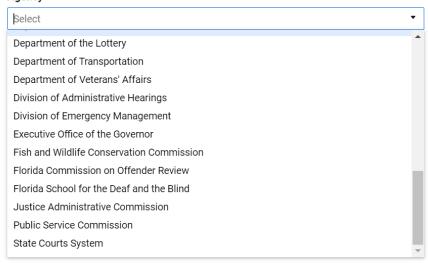
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# Agency Information

## Agency \*



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