

Project: Project Name (eB #)

Limited Use: Where a specific Consultant team needs to be selected due to special circumstances that can be clearly defended and documented. (Refer to Single Source Justification Form) Higher the contract amount changes signature authority – up to VP of FCS approval.

Consultant Selection – Single Source

- Obtain approval from AVP if contract is over \$100,000
- Confirm with Stakeholder(s), PM Director, Facilities Contract (FC) – Single Source Option
- Draft [Single Source Justification form](#)
- Draft RFP material & review with Stakeholder(s)
- Submit RFP materials via e-Builder RFP Final Review Process
- Conduct site visit (If applicable)
- FC responds to RFIs with PM technical support
- Review fee proposal with Stakeholders (Negotiate scope as required)
- Request contract through eBuilder + include Single Source Justification form (If project value is \geq \$100k OR a study – issue a FPAR)