



## SINGLE SOURCE CERTIFICATION

Authority is requested to make the following purchase under the provision of USF System Regulation USF4.02010(IV)(A)(2)(b) as a non-competitive purchase available from only one source. By submitting this form, department acknowledges that existing [exemptions](#) will not apply to this purchase. Single source requests exceeding \$75,000 must be signed by a Procurement Director and posted publicly for (3) business days.

DATE: 12/15/2022

ITEM(S): Consulting, Regional Ambassador

PRICE: \$ 74,000

FUND #: 21000

SUPPLIER ID: 0000096059

REQUISITION#: \_\_\_\_\_

SUPPLIER NAME: Arete Solutions

FEDERAL GRANT:  Y  N

**In your words, describe the equipment, commodity, or contractual service. Explain how these specifications are essential to the accomplishment of your work:**

Arete Solutions will serve as the Regional Ambassador to Region 6 (Sarasota-Fort Myers-Naples) and serve as the Team Leader for Regional Ambassadors, which includes assisting with recruiting, enabling Regional Ambassadors, and leveraging professional relationships to increase CSET participation. Additionally, Arete Solutions will attend workshops, townhalls, and professional association meetings to promote participation in the risk assessment.

**In your own words, describe the reason(s) the item is not subject to competition from other sources and how the stated specification(s) restrict the requisition to only one supplier. Description may include unique features/compatibility/specifications/availability/delivery time frame etc. (Note: Price is not a valid reason).**

The State of Florida Critical Infrastructure Risk Assessment will be continuing until 12/31/2023. As a result, we will be renewing our contract with Arete Solutions LLC for the remainder of the project. Continuing work with Arete Solutions is imperative since Arete already has knowledge of the program and experience performing the duties. Additionally, Arete Solutions has conducted Critical Infrastructure Risk Assessments previously and has experience engaging with local governments. This experience and connections will be critical for the completion of this project.

**In your own words, describe the due diligence conducted to validate this supplier as Single Source. Description SHOULD list all other suppliers with item(s)/service(s) with similar functions, your efforts to identify other suppliers, and why these suppliers would not qualify to submit a competitive quote.**

This position has been posted on careers@usf, with the intention of creating a staff position Regional Ambassador for every Region of Florida, but no viable applications were received.

DocuSigned by:

Cari Kinsman

8/4/2023 | 14:45 EDT

START 08/04/2023

END 08/09/2023

Approved By (Procurement)

DATE

PUBLIC POSTING DATES

Authority: USF4.02010(IV)(A)(2)(b)

Last Modified: 05/10/2021

**OFFICE OF THE UNIVERSITY CONTROLLER, PROCUREMENT SERVICES**

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