

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: 06/29/23

ITEM(S): Architectural service

PRICE: \$ 171,500

FUND #: 50019

SUPPLIER ID: 0000085415

REQUISITION#: _____

SUPPLIER NAME: B Frank Studio LLC

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:

B Frank Studio is doing the architectural work for the renovation of the front entrance of the Library. This space was deemed a potential hazard from UPD due to the lack of security measures present.

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).

B Frank Studio has already done phase 1 of this project. They were paid \$19,200 to have multiple meetings with numerous parties and they also have provided renderings based off of those meetings. This next phase is for more in depth drawings and construction documents based off that first phase.

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.

B Frank Studio was one of USF's Architectural Continuing Service Providers on the recently expired Invitation to Negotiate. They were also chosen on the current ITN that's now being held for legal re-write. The construction documents we are now asking for are a direct continuation of the conceptual work B Frank Studio has performed and it's not conceivable to expect another architectural design firm to start construction documents with B Frank's conceptual work.

Michael Hernandez 7/19/23 _____

Approved By (Procurement)

DATE Authority:

START 7/19/2023 _ END 7/24/2023 ____

PUBLIC POSTING DATES

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

Last Modified: 05/10/2021

OFFICE OF THE UNIVERSITY CONTROLLER, PROCUREMENT SERVICES

University of South Florida | 4202 E Fowler Avenue, | Tampa, FL 33620-4301

813-974-2481 | usf.edu/