

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 \$150,000 must be signed by a Procurement Director and posted publicly for (3) business days.

DATE: 05/08/2024

ITEM(S): Consulting services

PRICE: \$ 300,000.00 FUND #: _____

SUPPLIER ID: _____ REQUISITION#: _____

SUPPLIER NAME: Advarra

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:

Advarra's budget negotiation and coverage analysis services are specialized resources aimed at streamlining the process of initiating clinical research studies. Here's how these specifications are essential to addressing the backlog in the Office of Clinical Research:

Efficiency and Timeliness: Advarra's services offer a dedicated team with expertise in budget negotiation and coverage analysis. By outsourcing these tasks to Advarra, the Office of Clinical Research can leverage their efficiency and experience to accelerate study activation timelines. This is crucial in reducing the backlog by ensuring that studies can move forward promptly without delays caused by protracted negotiations.

Cost Management: Advarra's ability to cover the costs of their own fees by incorporating them as pass-through costs on sponsor budgets is advantageous. It means that the financial burden of engaging Advarra's services can be absorbed within the overall study budget, without placing additional strain on the office's financial resources. This ensures that the benefits gained from Advarra's expertise outweigh the associated costs.

Burden Alleviation: The backlog in the budget negotiation queue can be a significant burden on the Office of Clinical Research, consuming valuable time and resources. By outsourcing these negotiations to Advarra, the office can alleviate this burden, allowing staff to focus on other critical tasks related to clinical research management.

Temporary Solution: It's important to note that the reliance on Advarra is intended to be temporary. Once the backlog is eliminated and the office's internal capacity for budget negotiation is strengthened, they plan to bring these services back in-house. This approach ensures that Advarra's services are utilized strategically as part of a broader solution to the backlog issue, rather than as a permanent dependency.

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 reason why Advarra is considered the sole source for providing budget negotiation and coverage services lies in the unique context and requirements of the TGH-USF Joint Research Office's operations, particularly in the context of aligning services and processes across both institutions. Several factors contribute to this:

Existing Partnership: The TGH-USF Joint Research Office already has an established relationship with Advarra, indicating a level of trust and familiarity with their services. Transitioning to another provider would require significant time and resources to establish a similar level of trust and understanding.

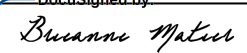
Alignment with Partner Institution: Given that the TGH-USF Joint Research Office aims to align services and processes across both institutions, continuity and consistency become paramount. Advarra's familiarity with the specific needs and workflows of the joint office, as well as their ability to adapt their services to meet the requirements of both institutions, make them the preferred choice for ensuring alignment and consistency.

Compatibility and Integration: Advarra's services may be integrated into existing systems and processes within the joint office, providing a seamless workflow and minimizing disruption. Switching to a different provider could necessitate significant adjustments to systems and processes, potentially causing inefficiencies and delays.

Risk Mitigation: Utilizing a single source for these critical services reduces the risk of miscommunication, errors, or inconsistencies that may arise from dealing with multiple vendors. Advarra's established track record and reliability in delivering these services further mitigate potential risks associated with exploring alternative vendors.

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.

We did not validate other vendors for this service. While other vendors may offer similar services in the broader market, the unique requirements, existing partnership, and alignment goals of the TGH-USF Joint Research Office make Advarra the sole source considered suitable for providing budget negotiation and coverage services.

DocuSigned by:

5/12/2024
START 5/12/2024
END 5/15/2024

Approved By (Procurement) _____ DATE _____ PUBLIC POSTING DATES _____
 Authority: USF4.02010(IV)(A)(2)(b) Last Modified: 05/10/2021