

Single Responses

To determine why an agency receives only one response to a competitive solicitation, the Purchasing Department or other appropriate employee of the agency should do the following:

- Re-review the solicitation for any unduly restrictive requirements.
- Contact some potential respondents to determine why they did not submit a response.

If it is determined that there were unduly restrictive requirements in the solicitation document, the agency may decide to re-advertise the solicitation. Otherwise, the agency should consider the reasons that other responses were not received and determine if it is in the best interest of the state to make an award, to re-advertise with a revised solicitation, or to determine if a proprietary or single source purchasing justification is required.