**Sole Source EXEMPT CONTRACT Filing Template**

*Use the following template for preparing to file an* ***exempt*** *sole source contract in the* [*Sole Source Contracts Database*](https://sscd.des.wa.gov/Logon/Logon.aspx?ReturnUrl=%2f) *(SSCD). Once completed, you may copy and paste the answers into the corresponding SSCD question and answer field.*

What is an ‘exempt’ sole source contract?

The sole source policy, section 5, has listed 17 exemptions that do not require posting to WEBS or a public inspection period. Exemptions #3-17 require to be filed with DES in the SSCD within 20 business days of contract signing/execution. Your agency must make the determination that the contract’s scope of work fits appropriately within one of these exemptions prior to filing in SSCD.

*Reminder: Contracts utilizing sole source exemption 1 (exceptions to the competitive solicitation requirements listed in RCW 39.26.125) and/or sole source exemption 2 (utilities) are* ***NOT*** *required to be submitted/filed in the SSCD. Only the following exemptions are required to be filed:*

1. Qualified contracts with Community Rehabilitation Programs under [RCW 39.26.230](https://app.leg.wa.gov/rcw/default.aspx?cite=39.26.230).
2. Original equipment manufacturer (OEM) maintenance service contracts and parts when procured directly from the OEM, or from the sole OEM designated reseller. This exemption does not apply if there is more than one OEM designated reseller.
3. Software maintenance and support services when procured from the proprietary owner of the software (Owner), or from the sole Owner-designated maintenance and support service provider. This exemption does not apply if there is more than one Owner-designated maintenance and support service provider.
4. Additional software licenses for solutions that were acquired through a competitive process, provided the additional licenses are equivalent in scope to the licenses that were included in the original purchase. Software license renewals are not exempt.
5. Contracts where the vendor is specifically required by a grant or legislation.
6. Contracts for medical, surgical, and dental decisions made by licensed medical professionals.
7. Contracts with Correctional Industries established under [RCW 39.26.251](https://app.leg.wa.gov/rcw/default.aspx?cite=39.26.251).
8. Postal and postal service when not using consolidated mail.
9. Professional development for state and/or higher education employees obtained from a third party, such as professional licenses, professional organization memberships, and professional publications; or, attending a conference and/or seminar. (See Sole Source Glossary Supplement)
10. Replacement or repair of rental equipment when required by the rental contractor under the rental agreement.
11. Contracts with in-state nonprofit agency for the blind under [RCW 19.06.020](https://apps.leg.wa.gov/rcw/default.aspx?cite=19.06.020).
12. Contracts awarded by institutions of higher education from non-state funds only when the non-state funds account for greater than 50% of the total contract consideration.
13. Mass media services (e.g., newspapers, journals, television, radio, billboards, or social media) only when no comparable competition exists for reaching the target audience with the intended media type.
14. Used goods to include equipment, vehicles, and furniture only when the same or similar articles are not available from more than one source.
15. Accreditation and Certification Testing services when the entity providing the service(s) is the only recognized authority.

What is the purpose of filing exemptions listed in the sole source policy?

The purpose of this requirement is to increase transparency and oversight of sole source exempt contracts in the enterprise.

***Providing complete answers to the following questions will facilitate timely acknowledgement.***

Sole Source Exemption Determination

* Please indicate which sole source exemption (#3-17) your agency has determined applies to this contract.
* (Optional to complete) Describe how this contract fits within the sole source exemption indicated by the agency.