



# OFFICE OF CAPITAL IMPROVEMENTS – OCI

## Miscellaneous Construction Contract (MCC) Program

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**Bulletin # MCC-10015**

**DECEMBER 20, 2010**

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### **MCC CONTRACT – SOLE SOURCE SPECIFICATION IN RPQS**

To all MCC Users:

Recent complaints from the industry have brought to our attention the issue of specifying a sole source for materials on RPQ Scopes of Work for MCC projects. The following guidance regarding this issue is being provided to all MCC users:

When specifying the material required in the scope of work section of an MCC RPQ, the managing department cannot specify a sole source for the purchase of said material. Rather, the department must, whenever possible, specify in the RPQ three materials that the prospective bidders can choose from and "or an approved equal" when preparing their bids in order to give the prospective bidders the option of providing an equivalent material to the one specified.

In the event where a department feels they have no choice but to specify a sole source for material, OCI must be notified prior to completion of the RPQ so that we can be involved in the decision-making process.

If you have any questions, please do not hesitate to contact me.

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