

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: 1/24/2025

ITEM(S): Consulting, Grant Writing and Grant Coaching

PRICE: \$ 150,000

FUND #: 18310

SUPPLIER ID: 0000101062

REQUISITION#: 197763756

SUPPLIER NAME: Donn Forbes

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:

Donn Forbes will provide unique expertise to the grant writing and team support which includes generating ideas, integrating the science with STEM education and outreach strategy, and introducing ways the Interdisciplinary Research Groups will work with industry. Donn Forbes grant writing services are in high demand, but will accept only one project at a time, and will be fully dedicated until successfully submitted.

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).

Donn Forbes is in a unique class of grant writing professionals. With over 36 years of experience, Donn has 69 successful research proposals that have won multi-million-dollar awards \$930 million - which includes the NSF Materials Research Science and Engineering Center (Stanford) and more recently, the \$45M Corvallis Tech Hub (Oregon State University).

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.

To contract for grant writing consulting on federal proposals at the multi-million dollar, interdisciplinary center-scale, Donn Forbes qualifies as sole source because of the uniqueness (design, capability, nature) of the services and the contractor being the only provider able to meet critical parameters or time-frames to support research and/or business needs of the university.

DocuSigned by:

2/18/2025 | 08:11 EST

START 2/19/2025 END 2/21/2025

Approved By Clifton James (Procurement)

DATE

PUBLIC POSTING DATES

Authority: 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/