Procurement and Sourcing Services

Effective Date:	March 6, 2012
Last Update/Revision:	
Initiating Department:	Procurement and Sourcing Services
Responsible Department:	Procurement and Sourcing Services
Authorizing Person:	VP for Finance and Treasurer
Policy Number:	P1320

Policy Name:	Sole Source Justification
Purpose:	To establish guidelines for purchases where required competitive bids cannot be obtained.
Policy:	The University has established business rules that require multiple quotes, proposals, and/or bids for ensuring that the University obtains a competitive price for all goods and services. This policy acknowledges that obtaining a competitive price may not be possible due to rare and unique circumstances. This policy defines the conditions established by the University that are acceptable for Sole Source Status.

Capital and other equipment, as well as services, must conform to the following conditions in order to meet University requirements for sole source justification:

- Compatibility – to maintain standardization or to interface with existing equipment.
- Only known manufacturer – the manufacturer or supplier is the only known vendor of a unique product or service despite extended search attempts
- Regional sales support/service justification
- Fire/life/safety or property damage emergency
- Other

Please note: Sole source justifications may not be used to avoid the time and 'inconvenience' of the competitive bidding process.

This Policy Applies to:	All Departments
Procedure:	Requisitioning departments that believe that competitive pricing for capital goods and/or services cannot be obtained must complete a Sole Source Justification Form, have it signed by the Department Chair and attach it to the Purchase order requisition with all documentation and specifications. The form must be reviewed and approved by Procurement and Sourcing Services.
Exceptions:	Emergencies (see policy on Emergency Purchase Orders P1510)
Forms:	Sole Source Justification Form