

Single/ Sole Source Procurements

Sole Source Procurement:

A Sole Source Procurement is a purchase of goods or services where the products and/or services can be obtained only through one source. A Sole/Single Source Justification Memo should be completed (authorized by Department/Purchasing Approver) for this procurement.

Single Source Procurement:

A Single Source Procurement is a purchase of goods or services without competitive bids/proposals although there might be an alternative source available, but for which it would not be feasible, practical, or cost-effective to seek competitive proposals. A Sole/Single Source Justification Memo should be completed (authorized by Department/Purchasing Approver) for this procurement.

Situations for which Sole/Single Source Procurement is Appropriate

Please note that a single or sole source justification is not intended to circumvent the normal procurement processes. Below are the acceptable reasons for using single or sole-source procurement. More than one reason can apply.

- **Proprietary:** Competition is precluded because the item is protected by patent, copyright, or proprietary design.
- **Non-Responsive Bids:** Competitive bids were solicited from viable vendors and no responsive bid was received or only one responsive bid was received and rejected.
- **Technical Services:** Procurement of technical services in connection with the assembly, installation, or servicing of equipment of a highly technical or specialized nature.
- **Replacement:** Procurement of parts or components to be used as replacements in support of equipment specifically designed or manufactured by the vendor.
- **Exclusive Capability:** Procurement of products or services that can only be obtained by one qualified vendor. No other vendor is known.
- **Standardization:** Procurement of an item that is standardized based on compatibility or Facilities/Design and Construction/Science Labs/IT recommended maintenance requirements.
- **Unique Qualification:** The service provider has unique qualifications for the desired engagement.
- **Continuation:** Procurement of work that is in progress and selecting another vendor to complete the work would not be cost-effective.
- **Utilities:** Procurement of electric power or energy, gas, water, or other utility services where it would not be practical to use another vendor.
- **Experimentation/Testing:** Procurement of products or technology that the University wishes to experiment with or test; experiment or test a new source for; or evaluate service or reliability.
- **Emergency Situation:** Procurement of goods or services must be made immediately or the result will be detrimental to the University. A lack of advance planning is not acceptable.
 - Potential hazard to persons or property
 - Potential damage to buildings or facilities
 - Potential violation of law, statute or ordinance