

PURCHASING FORMS MANUAL

Subject: Sole Source Vendors

Section: 7.05C

Issuance Status and Effective Date: revised 11-17-10

SOLE SOURCE

On occasion it may be necessary to purchase equipment, supplies or services from a single source vendor. This means that there is only one source of supply available. Examples of sole source procurements include:

- *Items which must be compatible with existing equipment or systems and are available only from the original manufacturer.
- *Items that have specific features essential for the completion of the task or project at hand that are available from only one source.
- * When changing brands or manufacturers would compromise the continuity of the research project or proprietary items e.g. copyrighted software, publications, etc.

Justification will include features, which are unique & essential for the intended use that other manufacturers of like products do not offer. (Exterior size will be only used if space is critical.)

Preference for one vendor, product or service following any market studies, quotations, acquisition or demonstration/testing by a department does not constitute a sole source. These preferences must be determined through a competitive RFQ/RFP process issued or approved by the Purchasing Department.

Submission of a sole source request does not preclude the requirement to obtain a written and signed quotation.

Additionally, budgetary considerations are not sufficient grounds to approve a sole source purchase. Remember that if your requirement is available from more than one source, it is not considered a sole source.

Requests for non-competitive purchases must be submitted to the Purchasing Department in writing and may require other approvals.