

## **Sole Source/Single Source Procurement**

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In cases where there is no practical value in soliciting competition for materials or equipment and where only one source is available, it is possible to make the purchase without formal bidding. Purchasing will evaluate each request and make a determination whether a sole/single source acquisition is appropriate. To initiate the process:

### Sole/Single

Sole/Single-source procurements will be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process. Sole/Single-source procurements will require board approval prior to purchase, if no prior resolution authorizing the purchase of the goods/services exists.

Because a product has unique upgrades or features does not mean they are necessary for the scope of the project. Careful distinction must be used when determining between "sole source" and "sole product." If only one PRODUCT will do the job, but that product is available from different vendors, a "sole source" acquisition is not appropriate.

### Single Source-Defined

Single Source procurement will be followed when, although two or more vendors supply the commodities or services, the department selects one for substantial reasons, eliminating the competitive bidding process. "Single" means "the one among others."

### Sole Source-Defined

Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. Written justification will be provided. "Sole" means "the one and only."

*Adopted 3/12/15*