

Sole Source Purchasing Procedure

Definition

A sole source purchase is a procurement of materials or services that are available from only one source, including:

- a) items that are available from one source because of patents, copyrights, secret processes, or natural monopolies;
- b) films, manuscripts, or books published and available from only one source;
- c) electricity, gas, water and other utility services;
- d) captive replacement parts or components for equipment;
- e) books, papers and other library materials for a public library that are available only from the person holding exclusive distribution right to the materials;
- f) maintenance services required to maintain warranty coverage.

A sole brand purchase is a procurement of materials or services of a particular specified brand that may be available from multiple sources. A sole brand is the result of a competitive solicitation of equipment or competing brands to determine the best brand. Usually a brand is selected to standardize purchases over a period of time when an investment must be made such as specialized training.

Procedure

Sole Source Purchases which cost greater than \$5,000.01

Stage	Who Does It	Step	What Happens
1	Department	1	Determines a need that falls under the guidelines of sole source purchases as listed above.
		2	Prepares: <ul style="list-style-type: none"> a) justification for sole source purchase, b) obtains letter from vendor verifying they are the sole source according to the criteria listed above, c) and obtain cost proposal.
		3	Create a purchase request.
		4	Obtains proper authorization.
		5	Forwards request, justification and cost proposal to Purchasing.
2	Purchasing	1	Verifies justification
		2	Sends return mail bid to Vendor for signature
		3	Issues purchase order.