Sole & Single Source Purchasing Procedure

Purpose
The purpose of this procedure is to provide a means to document purchases according to the Competitive Bid Procedure when competition may or may not be feasible or available. The University department must justify and document the selection and establish the reasonableness of price.

Sole & Single Source purchases are different in definition and use. The common thread through each type of purchase is the justification to procure from a sole or single source which cannot be based solely on quality or price. Quality can be a subjective evaluation and pricing is subject to a level of competition.

Procurement Services reserves the right to competitively bid, negotiate, or solicit additional information and remains the final authority on all procurement purchases.

Definitions
Sole Source is defined as the only available and capable vendor that can provide the item(s) and/or service(s) required.

Single Source is defined as choosing one vendor over others for legitimate documented reasons when a minimum of 3 vendors can provide the same item(s) and/or service(s).

Emergency Purchases are defined as urgent and unexpected requirements and exempt from the formal competitive bidding process. The department must be able to justify and document the selection of vendor and establish reasonableness of the price.

Procedure
To be compliant with Uniform Guidance Code and the Florida Green Book, purchases of goods and services should be made from the best source considering price, quality, and service. Reference Competitive Bid Procedure. This applies regardless of the size or complexity of the transaction.

Where there is a reasonable basis to conclude that the minimum needs of the University can be met by unique commodities or services only from a ‘sole source’ or ‘single source’, the department is required to obtain a quote from the vendor, complete a Sole & Single Source Request Form, and contact Procurement Services PRIOR to commitment. Procurement Services reserves the right to competitively bid, negotiate or solicit additional information for the purchase.
Sole & Single Source Justification

Both ‘sole source’ and ‘single source’ purchases must be able to withstand the scrutiny of the test of ‘no alternatives’. The submittal of a Sole & Single Source Request Form and its related documentation represents a good faith certification on behalf of the department and signatory as well as the ability to substantiate the request with documentation and sustain any inquiries.

‘Sole Source’ and ‘Single Source’ justifications are not valid when:
• Personal preference for a product, brand or vendor exists.
• The statement of ‘no substitution’ is the only rationale.
• Lack of planning exists on behalf of the requesting department.
• Vendor has a history of being the exclusive ongoing contractor or authorized vendor without having been competitively bid.

If the purchase does not fall within the guidelines of this Sole & Single Source procedure please reference the Competitive Bid Procedure for additional information.

The requesting department must complete all sections of the Sole & Single Source Request Form and attach all information and quotes regarding the item or service that is being purchased.