

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 304-01
	Section: Orders and Requisitions
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Sole Source	Effective date: 07/01/1996
Source: University policy ABOR 3-803	Revision date:

PURPOSE

To define sole source procurements.

POLICY

PUR 304-01-01: Use of Sole Source Procurements

A contract may be awarded for goods or services without competition if it has been determined in writing and approved by a Vice President/Provost or designee that there is only one source for the required goods or services. The procurement officer may require the submission of cost or pricing data in connection with an award. Sole source procurement shall be avoided except when no reasonable alternative source exists. A written determination of the basis for the sole source procurement shall be included in the contract file.

PUR 304-01-02: Departmental Justification for sole source procurements that are less than \$50,000

To request a sole source procurement, the department must send a written justification to Contracting and Purchasing Services that includes all of the following:

1. Description of the technical or performance characteristics of the goods or services
2. Explanation as to why these characteristics are essential
3. Verification that these characteristics cannot be obtained from any other source.

For sponsored projects, consultant services may be considered a sole source procurement if the sponsored project request specifies consultants or professional services by name or company and approval for the sponsored project includes these specified consultants or professional services.

The requestor must send a copy of the portion of the approved grant that specifies the consultant or professional services to Contracting and Purchasing Services.

PUR 304-01-03: Departmental Justification for sole source procurements that are \$50,000 or more.

To request a sole source procurement, the department must send a Waiver of Bidding form to Contracting and Purchasing Services that includes all of the following:

1. Description of the technical or performance characteristics of the goods or services
2. Explanation as to why these characteristics are essential
3. Verification that these characteristics cannot be obtained from any other source.
4. Required signatures.

For sponsored projects, consultant services may be considered a sole source procurement if the sponsored project request specifies consultants or professional services by name or company and approval for the sponsored project includes these specified consultants or professional services.

The requestor must send a copy of the portion of the approved grant that specifies the consultant or professional services to Contracting and Purchasing Services.

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PUR 304-01-03: Processing the Justification

Contracting and Purchasing Services will request a written quotation from the sole source vendor. A statement shall be required on the quotation form that the price quoted for the goods and/or services is comparable to that normally charged to educational institutions.

If the director or manager of Contracting and Purchasing Services determines that the justification is adequate, then:

1. Competitive bidding requirements will be waived
2. The sole source procurement will be approved in writing
3. The sole source justification will be filed with the PO if less than \$50,000.
4. The sole source transaction will be filed in the sole source file if the procurement costs more than \$50,000.

CROSS REFERENCE

- [PUR 205-00](#) Prohibited Purchases
- [PUR 301-09](#) Requisition Documents
- [PUR 303-00](#) Competitive Bidding (Complete Section)
- [Waiver of Bidding Requirements](#) form
- [PUR 600-01](#) Reporting Receipt of Order