

2.5 Sole Source/Single Source/Proprietary Source Purchase Requests

When it is determined that only a singular item or service will meet the particular needs of a department, a sole source, single source or proprietary situation exists. A request that is deemed sole or single source effects a noncompetitive procurement from the sole vendor, regardless of the price. Although all sole source specifications are proprietary, all proprietary specifications are not sole source. Proprietary items may be available from several distributors through competitive bidding; however, competition has been restricted to this group of suppliers.

The Purchasing Department is responsible for seeking sources of supply, and for always being in an advantageous competitive pricing position. When a specific brand or certain specification is required, justification must be provided and attached to the requisition. It is not enough to make notations on the requisition such as "**no substitutions**".

Where a department has determined that a particular request is a sole source, single source or proprietary source, a Non-Competitive Bid Request form (see sample forms, [Section 3.5](#)) and, if necessary, a memo of justification explaining why it is the only acceptable source must accompany the requisition, together with a written quotation from the vendor. The Purchasing Department will review the request and accompanying documentation and, if acceptable, a purchase order will be issued upon the completion of the respective purchasing procedures.

It is the responsibility of the buyer to ultimately determine the source of supply for each purchase and to continuously evaluate the market to develop additional sources; therefore, it is the buyer's discretion whether to accept the respective sole source documentation or to investigate additional sources of supply.

If there are further questions regarding this please contact the Purchasing Department for clarification.