

PURCHASING AND EQUIPMENT MANAGEMENT

PROCEDURE FOR SOLE SOURCE PROCUREMENT

Requisitions for items that are to be purchased from a specific vendor, where substitutes to the vendor or brand are unacceptable, must be accompanied by a written justification explaining the circumstances that make substitutes unsuitable. The justification must be signed by the principal investigator, department chair, or director.

The Director of Materiel Management or designee determines whether the justification is appropriate. Justifications are to be supported by factual statements that will pass an internal or federal audit. It is the salient features of a product that make it a sole source.

Justifications may include the following reasons:

- The need to obtain replacement parts for existing equipment.
- The need to obtain auxiliary components that match existing equipment.
- The need to meet unique physical design or quality requirements.
- The need to maintain research continuity or comply with established University standards.
- The need to buy items that have characteristics unique to a single manufacturer, essential to the proposed use.
- Additional internal costs would be incurred by changing brand names in this particular application.

See attached Justification of Sole Source Purchasing Questionnaire.

Please be sure to address only specification items (do not address price or cost items). It is very important to complete items 2, 3 and 4 with strong, complete, and well thought out answers as these are the areas that must stand up to audit.