



WHAT SOLE SOURCE MEANS



WHAT IS IT?

When is it a Sole Source? Let's take a look at how to know when an item qualifies as a Sole Source and what documentation is required for recordkeeping.



DEFINITION OF A SOLE SOURCE

- When only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation, such as technical qualifications, ability to deliver at a particular time, or services from a public utility
- A situation where a particular supplier or person is identified as the only *qualified* source available to the requisitioning authority.



PROPRIETARY

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- Some items such as software or unique inventions are proprietary items in that they have a Copyright or Patent and are not available through any other supplier except the one that holds the Copyright or Patent.
 - At times a manufacturer has granted sole distributorship by state or geographic area to a specific supplier, and no other distributor is authorized to sell to a customer located in the designated area.



HOW DO YOU CONFIRM STATUS?

- First, the claim of it being a sole source item should come from the *manufacturer* only.
- Even if it is a matter of sole *distributor*, confirmation of this fact must still come from the manufacturer in the form of a letter stating the name of their distributor, where they are located, contact information, and what geographic area their contract covers..

HOW DO YOU DOCUMENT IT?

- ❑ Use the Sole Source form found on the Purchasing webpage under forms.



REQUEST/JUSTIFICATION FOR SOLE SOURCE PURCHASE

Requestor Name: Date:
Department: Phone:
Suggested Vendor: Req. #:
Item/Service to be Purchased: Amt of Req:

Per District Governing Board procedures, as outlined in the AWC Purchasing Manual. The Purchasing Department will, whenever possible, obtain at least three price quotations for purchases in excess of \$5,000 or sealed competitive bids/proposals for all purchases having an estimated cost of \$25,000 or more per transaction. The Purchasing Department may award a contract for a material, service, or construction item if it is determined that there is only one source for the required material or service. Sole Source procurement will be avoided, except when no reasonable alternative exists. Please explain your reason for requesting Sole Source (check all that apply):

- Item must match existing equipment because:
- Item is repair part for existing equipment
Name of existing equipment:
- Item is to be attached to existing equipment
Name of existing equipment:
- Technical characteristics of requested item are essential to our needs because:
- Other manufacturers of this type of product do not meet our minimum requirements. Cost is not part of the criteria for minimum requirements:
Manufacturer's name:
Reason:
Manufacturer's name:
Reason:
Manufacturer's name:
Reason:
- No other manufacturer of this type of product exists (please explain your research)
- Other:

Requestor (Printed Name & Signature) Date
 President's Cabinet Member (Printed Name & Signature) Date
 Vice President for Finance and Administrative Services (Printed Name & Signature) Date



THE PURPOSE OF THE FORM

- It is necessary to have this form to show that the facts of the situation have been verified and that the item is indeed a sole source and not available from any other vendor in any similar form.
- This form also shows that the appropriate parties are aware of the situation and agree with the determination.