

GUIDELINES FOR SOLE/SINGLE SOURCE PROCUREMENTS

State law subjects the District to competitive bidding requirements. It is the policy of the District to promote fair and open competition to the maximum extent possible. Sole source and single source are two procurement methods that limit competition. Any decision to limit competition may also have the effect of limiting the District's ability to minimize costs, negotiate favorable terms and conditions and take alternate course of action during disputes. These methods should be used only when it has been determined that other competitive procurement methods will not fulfill the requirements of the District.

A situation may arise which makes compliance with Public Contract Code 20651 (competitively bid for equipment, materials or services) impracticable thereby making a sole/single source justification the appropriate choice for procurement. The requestor should be able to document a thorough and equitable evaluation of alternatives that have been made. Special or unique features may be used as a consideration; however, price, quality and/or delivery terms may not be used as a basis for sole/single source justification. Sole/single source requests may not be used for the purpose of expediting a purchase which otherwise would not qualify as a sole/single source.

- **SOLE SOURCE - DEFINED**
Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. 'Sole' means 'the one and only'.
- **SINGLE SOURCE - DEFINED**
Single Source is procurement in which, although two or more vendors supply the commodities or services, the department selects one for substantial reasons, eliminating the competitive bidding process. 'Single' means 'the one among others'.

A Quick Reference Guide on What is Eligible vs. Not Eligible for Sole Source Purchase:

Eligible for Sole Source	Not Eligible for Sole Source
This vendor is the only vendor that can manufacturer or provide this specific product that meets the requirements	I have worked with this vendor in the past and liked their work
This service provider is the only vendor that can provide the service needed during the time frame specified	This vendor provides a great discount (Price is never a justification for a sole source)
This consultant is the only one with the unique mix of experience and knowledge / skill set that can provide the service needed in the timeframe	This vendor was recommended by a colleague
This vendor is the only one who can provide maintenance services on this piece of equipment that they manufactured, no one else is certified to do so	A product that is made by one manufacturer but sold through many distributors

NOTE: Sole/single source justifications are to be supported by factual statements that will pass an internal or Federal audit. It is the salient features of a product/service that make it a sole source. Sparse or incomplete information will require greater investigation by General Services and will result in a less expedient resolution to your needs. The more relevant information you include in each section, the better. This form, including supporting documentation, must be submitted to General Services Department for review and final approval. The timeline for a sole/single source could take up to 60–90 days depending if further market research is needed.

Sole / Single Source Justification Request Form

Instructions: This Sole Source Purchase Justification Form is to be completed and retained as supporting documentation for all sole source purchases. Review the guidelines referenced above. Complete all sections below and submit to the General Services Department.

Date: _____ Requestor Name: _____
 Department: _____ Title: _____
 Phone #: _____ Email Address: _____

Section 1: Basic Information

Justification Type: Sole Source Single Source
 Vendor Name: _____ Amount \$: _____
 Vendor Contact Information (Phone/Email): _____
 Source of Funding (Federal, State, Local, etc.): _____

Section 2: Case for Sole / Single Source Purchase *(attach additional pages if needed)*

1. What are you buying? Please provide a full description of the goods or services that you want to purchase from the vendor named above.

For equipment or supplies provide the following:

Manufacturer:	Model #
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2. What are the unique performance features of the product or brand specified? Provide detailed specifications and descriptions. For services: What are the unique qualifications of the vendor?

3. Why are the unique features/qualifications required?

4. What other comparable products/services currently available were evaluated, rejected and why? Please state specific reasons. Provide brand name, model, vendor name.

5. Why was this product and/or vendor chosen?

6. Please describe and provide estimates and methodology for total cost of ownership that will be required each year beyond this initial purchase.

7. Please indicate any additional background or other information that you feel may be of assistance in the approval of this request.

8. What efforts will be taken in the future to promote competition for the requirement? (For Single Source Only)

9. List the names of each individual who was involved in making this sole/single source purchase recommendation.

Section 3: Acknowledgement

This section must be completed.

I acknowledge the District's requirements for soliciting competitive quotes/bids for purchases over \$20,000 and the criteria for justification for Sole/Single Source purchases. I have gathered the required technical information, have made a concerted effort to review comparable/equal equipment (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

Requestor Signature:

Date:

Authorized by Dean/Director Signature:

Date:

Authorized by Vice President Signature:

Date:

GENERAL SERVICES USE ONLY:

APPROVED:

NOT APPROVED:

Board Approval Required: Yes No

Reason for denial:

Board Approval Date:

Board Report Number:

Director of General Services:

Date:

COMMENTS: