

## **SOLE SOURCE PROCUREMENT**

It may be necessary to procure equipment, supplies or service from a sole vendor source. This means that there is only one source of supply for your purchase requirement. This should be the exception rather than the normal rule. Examples of a sole source procurement are:

- Items that have specific features essential for the completion of the task or project at hand that are available from only one source of supply;
- Items which must be compatible with existing equipment or systems and are available only from the original manufacturer.

Justification will include features requested which are essential for the intended use that other manufacturers of like products do not have. Exterior size will only be used if space available is critical.

Preference for one vendor, product or service following any market studies, quotation, acquisition or demonstration/testing by a department does not constitute a sole source. These preferences must be determined through a competitive RFB/RFP process issued by the Purchasing Department.

Submission of sole source justification, brand name and other essential data, even though accepted by Purchasing, does not negate the requirement to obtain pricing confirmation from the specified vendor which may be in the form of a written bid.

Information as to why the item is needed pertains to budget justification and is not acceptable for a sole source determination. Remember that if your requirement is available from more than one source, it is not considered a sole source.

Please utilize the Sole Source/Proprietary Procurement Request form to request sole source consideration.

EASTERN MICHIGAN UNIVERSITY  
SOLE SOURCE/PROPRIETARY PROCUREMENT REQUEST  
(Attach to a Requisition for Purchase for amounts exceeding \$2,500)

TO: Purchasing Department  
FROM: \_\_\_\_\_

REQUISITION FOR PURCHASE NUMBER: \_\_\_\_\_ DATED: \_\_\_\_\_

Check one:

\_\_\_\_\_ **Is this a sole source procurement?** "Sole Source" is defined as a product or service which is practicably available only from one source. **Please answer the 4 questions below and sign.**

\_\_\_\_\_ **Is this a proprietary procurement?** A proprietary specification restricts the acceptable product(s) or service(s) to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals". Although all sole source specifications are proprietary, all proprietary specifications are not sole source. Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might be used to assist in expediting this procurement. **Please answer questions 1 and 2 below and sign.**

The following is a list of questions which will substantiate a Sole Source or Proprietary Procurement. It will help expedite processing if you will provide thorough and sufficient detail to clearly answer each of these questions. **Please use additional sheets and attach all additional information to this form if necessary.**

1. Briefly, what is the aim of the project in which this product or service will be used.
  
  
  
  
  
  
  
  
  
  
2. Why is this the only product or service that can meet the university's requirements? **Uniqueness? Compatibility? Integral component? Please explain in detail.**
  
  
  
  
  
  
  
  
  
  
3. Why is this vendor the only practicably available source from which to obtain this product or service?
  
  
  
  
  
  
  
  
  
  
4. What efforts have been made to obtain the very best price possible? Why do you feel this price is fair and reasonable?

\_\_\_\_\_  
Authorized Departmental Signature                      Date                      Buyer's Signature                      Date

\_\_\_\_\_  
Director of Purchasing and Communications                      Date