

## What Is A Sole Source?

When competition is not possible for a commodity or service over \$75,000, a sole source exemption may be granted. A sole source is the purchase of a commodity or service exceeding the competitive bid threshold that is only available from a single company. A sole source will only be approved if the item/service is unique to only one supplier **and** it is the only item/service that satisfies the department's needs. A sole source exemption should not be used to avoid competition.

A sole source will **NOT** be granted because a department prefers to work with a particular supplier, the supplier is able to deliver the item or service in the least amount of time, or the supplier is the most cost effective. Claiming that a company is the only one that can provide specialized equipment or that a consultant is the principal authority on a subject is not enough to validate the use of a sole source—departments must offer extensive justification that the supplier is the only one that can provide the specific item or service they need and that the university is receiving a fair price, among other criteria.

Few sole source exemptions are granted each year, so departments should not assume that a sole source will be approved, even if Procurement Services has approved a similar request in the past. After evaluating a sole source request, Procurement Services may determine that the purchase should be submitted for competitive solicitation. Reviewing a sole source may take a few days or longer, depending on the complexity. Procurement Services reviews these requests carefully and will often reach out to the requestor for clarification or additional information until the justification is complete and can be submitted for final approvals.

When requesting a sole source, please follow the procedures below. A purchase requisition can be initiated at any time during the process, although doing so does not ensure approval of the sole source.

1. Complete the [sole source certification form](#), including all justifications listed in Part II of the form. Be sure to include copies of any quotes or proposals received.
2. Submit the form for approval to the PI, researcher, director, or chair followed by the appropriate dean, vice president, or designee. **Please be sure to obtain all required signatures before submitting the form to Procurement Services.**
3. Submit the completed form to Procurement Services for review by a procurement specialist and procurement management. Procurement Services will submit the form to the Chief Financial Officer for final approval.
4. The sole source will be posted to the Procurement Services website for 72 hours.
5. If no competing offers are made, a purchase order will be issued. The sole source will expire after 12 months unless otherwise stipulated in the certification.

A sole source certification form received without the appropriate signatures will be returned to the requestor and will not be reviewed until the signatures are included.

Please note that purchase orders based on a sole source cannot be later increased to exceed the \$75,000 threshold without recertification from the initiating dean or vice president.

When ordering equipment, please keep in mind the potential impact on the facility where the equipment will be installed. EHS and ADA compliance, infrastructure, and space considerations for the equipment should be considered prior to the purchase to ensure a smooth installation. Please contact Environmental Health & Safety and/or Facilities Planning & Construction for assistance.

For more information on sole source purchases, please review section 7B of our [procedures manual](#) or contact [procurement@ucf.edu](mailto:procurement@ucf.edu).