

## College Operating Procedures (COP)



**Procedure Title:** Sole Source/Single Source Procurement  
**Procedure Number:** 04-1005  
**Originating Department:** Office of Financial Services

**Specific Authority:**

Board Policy 6Hx6:4.01  
Florida Statute 1001.02; 1001.03; 1010.02  
State Board of Education Rule 6A-14.0734; 6A-1.012

**Procedure Actions:** Adopted: 01/10; 2/11; 4/16/12

**Purpose Statement:** Describe the process for the acquisition of goods or services when a single or sole source of a good or service is available to meet a specific need.

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### **Guidelines:**

Competitive procurement may be impractical when a single/sole source of a good or service is available to meet a specific need. Single/sole sourcing is not to be utilized to circumvent normal purchasing procedures nor for a price-based justification. Single/sole sourcing procurement applies to the purchase of any single item where the total value is \$65,000 or greater.

### **Procedures:**

I. Definition

Sole source procurement must meet both of the following criteria:

- A. It is the only item that will produce the desired results (or fulfill the specific need), and there are no alternates, and;
- B. The item is available from only one source of supply.

*NOTE: Warranty requirements and compatibility to existing equipment shall be an acceptable justification for waiver of bidding requirements, provided the item is only available from one source of supply.*

Single source procurement is a contract for the purchase of goods and/or services, entered into after soliciting and negotiating only with one source, usually because of the following criteria:

- A. The technology required, or
- B. Uniqueness of the item, or
- C. The supplier is uniquely qualified.

*NOTE: The uniqueness or unique feature must be of demonstrable real importance and a benefit to the College in the way the item or service is to be used.*

## II. General

Purchase of goods or services from a sole/single source is exempt from competitive requirements in accordance with SBE Administrative Rule 6A-14.0734(2) (e). Sole/single source determination/approval shall be made by the Director of Procurement Services.

## III. Documentation

The College department requesting sole/single source procurement shall document the reasons why the good/service is the only acceptable one by documenting the request for purchase via the College form "Sole Source/Single Source Justification" (Form BO-024). Be specific and include information such as the following:

- A. Whether this will be a onetime purchase.
- B. Whether there will be repeated future buys. Include anticipated number of reoccurring transactions and estimated total expenditures.
- C. Current need is a reoccurrence.
- D. Document all efforts made to find alternate sources of supply.
- E. Purpose and need.
- F. Description of and use of the item.
- G. Include why the good or service is the only one that will produce the desired results (or fulfill the specific need).
- H. List unique features that the good/service has that other comparable goods/services do not have, and why these unique features are needed.
- I. Explain if the product is being purchased directly from the manufacturer. If not, explain why the item/service cannot be bid/quoted to the appropriate manufacturer/dealers if any exist.
- J. Explain the necessity for compatibility with existing equipment, if applicable.