Chapter 28

Sole Source Purchases

28.0 Sole Source Purchases

A sole source purchase differs from a proprietary specification. A sole source purchase is a proprietary specification which is practicably available from only one source. Competition is not available for sole source procurements.

Sole source purchase requests exceeding the departmental delegated purchasing limit for goods or services must be approved by the Director of Procurement and Contracts or his/her designee, and the appropriate Contract Officer and must also be accompanied by a written sole source justification from the requesting department (Form C034-Proprietary or Sole Source Request and Certification). Form C034 can be located electronically on the Procurement and Contracts website at www.radford.edu/procurement under the forms tab. The form must be completed in its entirety and electronically attached to the eVA purchase request before submitting through eVA electronic approvals. All sole source eVA purchase requests must have a PO category code of S01.

Upon receiving the eVA purchase request in Procurement and Contracts the C034 form will be reviewed by the appropriate Contract Officer. If additional information is required during the review process the responsible party indicated on the form will be contacted. If approved, Procurement and Contracts will attach a fully executed copy of the C034 form, with all supporting documentation, to the eVA purchase request to document the file.

Purchase requisitions under departmental delegated procurement authority thresholds are not to be keyed as a sole source unless the good and/or service is for an on-going need and the total aggregate spend exceeds departmental delegated procurement authority. If assistance is required in making this determination, contact Procurement and Contracts.

All sole source procurements are subject to public review. Sole source procurements in excess of $50,000 require public posting by the Department of Procurement and Contracts for ten calendar ten (10) days. Placing the order, however, need not be delayed because of the posting requirement. Therefore, the sole source justification must contain clear, in-depth, accurate and verifiable information to avoid protests and the resulting possibility of delaying the purchase request. Contact the Department of Procurement and Contracts for any assistance needed to prepare the justification.

Any sole source procurement request requires careful attention and prior written approval. Special procedures are applicable to such requests and the advice of the Department of Procurement and Contracts should be sought at the earliest opportunity. In addition, the Department of Procurement and Contracts must be fully informed of any special circumstances or relationships which may exist between the University, or any of its
members, and the recommended vendor.

28.1 Sole Source Recertification Process

If seeking to order a sole source good and/or service that was previously approved and executed on the most currently dated Form C034 published on the Procurement and Contracts website, and a sole source contract was not awarded, submit the most currently dated Form C035 — Sole Source Subsequent Request and Recertification from the Procurement and Contracts website instead of Form C034 referenced in section 28.0.

However, if the prior approved Form C034 was on an earlier dated version, not the most currently dated form published on the Procurement and Contracts website, a new currently dated Form C034 must be submitted instead of Form C035.

For Recertification, an eVA purchase request identifying PO category Code S01 must be submitted attaching Form C035. The form must be completed in its entirety. The form is located on the Procurement and Contracts website under the Forms tab — www.radford.edu/procurement.

In addition, the original executed C034 sole source form must be attached to the eVA purchase request as well as documentation validating the good and/or service still meets the criteria stated on the original sole source document.

Sole source recertification is not required to be publicly posted. All other directives provided in 28.0 above will be followed.