PROCEDURE

Effective Date: April 10, 2018
Approved By: Chief Procurement Officer

Cancels: PRO-U5348.01F Purchasing From a Sole Source
See Also: FRM-U5348.01A Sole Source Approval Request Form
          STN-U5348.01A Ethical Purchasing
          STN-U5348.01B Controlled Goods and Services
          STN-U5348.01C Standards for Purchasing Goods and Services

PRO-U5348.01A REQUESTING A SOLE SOURCE PURCHASE

**Action by:** Financial Manager

1. **Routes** the *Sole Source Approval Request Form* (FRM-U5348.01A) to the Purchasing Department when:
   a. The amount of a good or services is above $10,000.
   b. The good or service meets the state’s sole source definition:
      
      *A contractor providing goods or services of such a unique nature or sole availability at the location required that the contract is clearly and justifiably the only practicable source to provide the goods or services.*
      
   c. Department has consulted with Purchasing to validate sole source need (optional but recommended).

**Action by:** Purchasing Department

2. **Reviews** request.

3. **Checks** prior purchase history and the product/service market to verify the validity of the sole source to provide to the Chief Procurement Officer.

**Action by:** Chief Procurement Officer (CPO)

4. **Reviews** request and **makes** determination.
   a. If found not to be a valid sole source, **confers** with requesting department and **disapproves** request form to Buyer/Contract Specialist.
   b. If found to be a valid sole source, **approves** request form to Buyer/Contract Specialist.
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**Action by:** Buyer/Contract Specialist

**Action:**

5. Receives request form from CPO.
   
a. If CPO did not approve the request, locks form and contacts department to begin competitive procurement process.
   
b. If CPO approved the request, locks form and contacts department to explain vendor notice requirements.


7. Posts the Intent to Sole Source on the Washington Electronic Business Systems or a WWU public website for 10 calendar days. (DES approval not required per RCW 28B.10.029.)

8. Reviews vendor challenge submittals with CPO.
   
a. If submittals are determined to not be a valid satisfaction of the requirements, advises proposing vendor and proceeds with the placement of the order.
   
b. If submittal is determined to have the potential to adequately satisfy the requirement, begins competitive procurement process.