

PROCEDURE

Effective Date: April 10, 2018

Authority: [POL-U5348.01](#) Purchasing Goods and Services

Approved By: Chief Procurement Officer

DES policy # [DES-140-00](#)

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:**Action:**

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).

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.

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.

6. **Completes** an *Intent to Sole Source* document.

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.