

**TRINITY UNIVERSITY  
PURCHASING OFFICE**

**Sole Source Justifications –  
Buying from a Single Source without competitive bids**

**What is a Sole Source?**

A sole source can be defined as a situation in the marketplace where there is clearly and legitimately a single source of supply to meet your requirements.

In the purchasing process, requirement means a pertinent need explained by how the product or service will be used in your operation or setting.

Another key phrase is single source. Making the determination that there is a single source of supply is a two-step process:

1. Determine whether there is only one brand which can meet your requirements. Use your list of requirements to examine competing products available to determine how many can meet your pertinent needs. You may conclude there is only one brand which meets your requirements.
2. Determine if this brand can only be acquired from a single source of supply. When there is a legitimate reason to restrict competition to a single brand, there may be several sources of supply for the brand selected. You have not determined there is a sole source meeting your requirement until you have addressed both the issues of sole brand and whether that brand is available from only one source of supply.

**How Do I Write A Sole Source Justification?**

The buyer in Purchasing must concur with your sole source statement. It may be useful to contact the buyer and work through the information you have.

**Avoid False or Misleading Statements**

Be careful to make an accurate, truthful statement. If you don't know, it is best to say you don't know. Statements such as "We know of no other vendor from which this item is available" are appropriate.

### **Search the Marketplace**

You should search the marketplace to find out what is available in the technology. The more money involved, the more effort should be put into search for potential sources of supply. If you have enough information on what is available to determine that there is only one possible source of supply, briefly describe the process you used.

1. List the requirements which could not be met by the other sources
2. State which vendors were contacted, and how their product was deficient in meeting your requirements

If you are certain there is truly only one source of supply, write a sole source statement and attached to the departmental purchase order.

### **Compatibility/Continuity**

You may have a bona fide need to continue buying a brand of product which you purchased previously when no other source can supply you with a compatible product.

Describe what you currently own and state that you have no other way to acquire compatible accessories, service, etc., except to go back to the vendor who originally sold you the product.

You may need a product identical to one you have already purchased for continuity in, or replication on, a research project. Explain that your situation dictates you cannot vary the product, because it is a research variable you need to control.

Trinity University  
Purchasing Office

Justification of Sole Source Purchase

University purchasing policy requires competitive bidding for university and federally funded purchases as follows:

1. University funded purchases over \$25,000
2. Federal fund purchases over \$150,000

Use this form when purchasing supplies and equipment from a single source without competitive bids. A sole source is defined as a situation in the marketplace where there is clearly and legitimately a single source of supply to meet your requirements. Reference TU Sole Source Justification for more information on sole sourcing.

Vendor

1. Is this item required for use in:

- Research  Lab  Classroom  Other

2. Explain what part or parts of the specifications restricts the order to one manufacture or vendor. How are these unique specifications essential to the accomplishment of the work?

Explanation

3. List any company other than this vendor who supplies an item with similar functions and the reasons competing products are not satisfactory:

Other  
Vendors and  
Reasons

4. Will this item be used with existing equipment ?

- Yes  No

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Signature

Date

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Printed Name