

Sole Source Procurement

Sole source procurement is not permissible unless a requirement is available from only a single vendor. The following are some examples of circumstances which could necessitate sole source procurement:

1. When only one source exists which meets the requirements.
2. When the compatibility of equipment, accessories or replacement parts is the paramount consideration.
3. When a sole vendor's item is needed for trial use or testing.
4. When a sole vendor's item is to be procured for resale.
5. When certain public utility services are to be procured and one source exists.

In cases of reasonable doubt, competition should be solicited.

Note: Sole source procurement must meet one of the criteria explained in [RSM 3, Section 1009.04](#). Sole source procurement requires administrative approval ([RSM 3, Section 1005](#)) and completion of the [Sole Source Justification form](#).

Completing the Sole Source Form:

Contract Information:

- **Contract Title Number:** Leave blank.
- **Type of Contract:** "Sole Source."
- **Duration:** Anticipated dates service will be provided or dates the good/commodity will be purchased.
- **Contractor's Name:** Name of the sole source vendor.
- **Street Address:** Street address of the sole source vendor.
- **City/State/Zip Code:** Remainder of address of the sole source vendor.
- **Contract Amount:** Total cost of the goods/services.

Sole Source Procurement Justification:

1. **Why was sole source chosen as the procurement method rather than competitive sealed bidding?**

DORS policy allows consideration of sole source procurement in the event of extremely limited availability of the item, or a purchase with Medicare Assignment, per [RSM 3, Section 1009.04](#).

Please review the various reasons under Sole Source Requirements on the form and select the most appropriate. Add other information about the need for sole source as appropriate.

2. **Why is no other vendor or contractor suitable or acceptable as a source for this procurement?**

Describe the circumstances resulting in limited availability or the amount of payment expected from Medicare and the amount DORS anticipates paying.

3. **Other remarks.**

Add other pertinent information. Be sure to indicate if the individual is required to contribute to the cost of the good/service consistent with DORS Policy.

Sole Source Requirements:

Examples of circumstances which could necessitate sole source procurement. No response needed here.

Signatures Section:

To be completed by the Office Director and other HQ staff.

The Regional/Program Director forwards the form to the Office Director for approval/signature. Attach the completed [Administrative Approval \(RS-9h\)](#), the vendor quote, and other pertinent documentation.

- **Sole Source Alternative:** Procurement Officer completes this.
- **Sole Source Initiated by:** DORS Office Director (OFS, OBVS, WTC) signs here
- **Determined by:** DORS Director signs here.
- **Authorized by:** Procurement Officer signs here.
- **Approved by:** AFS Director signs here.