

Attachment F-7 **Guidelines for Sole Source Purchases**

There are many reasons why a purchase might be possible or practical from only one vendor.

A. Sole Source Purchases

- There is no competitive product or service. The good or service is a one-of-a-kind or patented product, a copyrighted publication available from only one source, or a unique item such as a work of art.
- The product is only available from a regulated or natural monopoly. For example, utilities, telephone service, etc.
- The product is a component of an existing system, which is only available from one supplier. The replacement of a repair part or component may only be available from the original supplier.
- The purchase price is too small. Although competitive bidding is encouraged, items costing less than \$500 may be purchased as a sole source activity.

Sole source purchases should be the subject of a certain amount of negotiation. The lack of other competition may result in a severe case of “seller market.” The purchaser should prepare a detailed list of requirements relating to delivery, quality, performance and other conditions, and be prepared to withhold the purchase in order to ensure compliance.

B. Procedure for Sole Source Purchases

If the Library Director determines that the item is a sole source purchase, then the Library Director must attach a statement to the purchase order stating the reasons why only one source of supply exists. A Trustee will approve all sole source purchases above \$500.00 before a purchase order is issued, within the limits of the schedule of authorization. A formal response is required for all single source purchases costing more than \$5,000 but less than \$25,000 in accordance with Section C-10 of this policy.

A “formal” written bid is required if the purchase is to exceed \$25,000.00. A copy of the Invitation to Bid (IFB) signed by the Bidder is to be included in the documentation submitted when the purchase order is submitted for processing. When soliciting for bids, the unique or proprietary feature(s) identified in the single source justification needs to have been clearly identified in the written bid specifications.