

# Emory University Procurement and Support Services

## Guide to Single/Sole Source Usage

**Use and Application:** This guide is applicable in the following situation: 1) Purchase(s) exceeding the competitive bid threshold under the [Strategic Procurement Policy 2.121](#), 2) the items must be purchased in a manner that restricts competition (Single/Sole source), and 3) we are not using a competitively bid contract.

**What is a Single Source?** Only one manufacturer/brand is able to meet your needs, but the goods/services can be purchased from more than one supplier. Usually, goods and services having more than one potential supplier requires competitive bidding.

**What is a Sole Source?** The supplier from which the goods/services is being requested is the only source for those goods/services that meet the requesting department's needs. For example: the manufacturer does not have authorized distributors; a supplier is the only authorized provider for the manufacturer; or the distributors/resellers have exclusive rights for customers in a given territory.

There are two reasons for requesting a Sole Source:

- 1) Exclusive capability is when only one supplier can satisfy the technical requirements because of unique technical capabilities or expertise.
- 2) Excessive cost is when only one supplier can furnish the services because using an alternative source would result in excessive costs for the University. One example of excessive costs for the University would be enterprise-wide systems.

### What does not constitute a Single/Sole Source?

- Exigency. Exigency is measured from the time the need arises in the department and Emory personnel should have addressed competition. True emergencies will be given consideration.
- An existing relationship, trust, or positive references. While valid reasons for favoring a particular supplier, these cannot solely justify a non-competitive award.
- Incumbency does not justify a Sole/Single Source Justification.
- References. Statements that a supplier has the best capability or offers the lowest price are not bases for a Sole/Single Source Justification. Such determination can only be made through full and open competitive processes.
- The utilization of federal funds may necessitate additional documentation. A unit within Procurement and Support Services will contact your department to facilitate completion of any necessary paperwork.

**Single Source Exceptions -** There are some purchases which do not follow the process outlined in this guide. If your purchase meets one of the below criteria, please submit your requisition in Emory Express along with a copy of the quote provided by the supplier:

- Broadcast, Electronic, or other Media Advertising.
- Intercollegiate Athletic fees including conference membership dues, game guarantees, etc.
- Memberships.
- Published books, newspapers, periodicals, on-line library cataloging and other services.
- Support services only available from the manufacturer or service provider for existing systems including, but not limited to Adobe, AssetWorks, PeopleSoft (ERP), Jaggaer System, Microsoft Office Suite, Oracle, ServiceNow, Salesforce, Slate, Travel Partners, Zoom.
- Technical Books & Other Printed Matter on Technical Subjects.
- Utility services, CXS Railroad, Jurisdictions.

**Checklist for Sole/Single Source Purchases:** The table below identifies required documents, the division of responsibilities between the requesting departments and units within Procurement and Support Services and the chronological order of the Sole/Single Source purchasing process.

Responsible Party	Good and Services Procurement Method	Single/Sole Source Form
Department Responsibility	Complete the form in the approval system required based on the <a href="#">Emory Commodity Matrix</a> (Emory Express, Compass, etc.) and include supporting documentation	Complete the Sole/Single Source Form and include as an attachment.
Procurement and Support Services Responsibility	A unit within Procurement and Support Services will review the information provided and either approve or contact the department for additional information.	Procurement and Support Services may review the information provided and contact the department if additional information is needed.