



Single/Sole Source

One source of supplies, waiver of competitive bids and proposals, when single source exist; a sole source provider is defined as the only supplier capable of meeting the District's requirements within the time available, including emergency and other situations which preclude normal planning and processing.

A single source exists when the following exists:

- (1) Supplies are proprietary and only available from the manufacturer or a single distributor.
- (2) Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed.
- (3) Supplies are available at a discount from a single distributor for a limited period of time.
- (4) An emergency situation exists; an urgent need for the item(s) or services does not permit soliciting competitive bids.
- (5) Only one supplier or product can meet necessary delivery date requirements.

All such request for *Single/Sole Source* must be reviewed and approved by the Director of Purchasing. All *Single/Sole Source* request will be submitted using the *HSD Single/Sole Source Justification Form*. Documentation is required for **all** single source/sole source designation. Records of these requests will be maintained in the Purchasing Department Office.

The Purchasing Department will review all Single/Sole Source approvals on an annual basis to determine if there has been a change in product, market conditions or distribution that would justify a change in its status, thereby opening the product or service to the District's bid process.