



## SOLE SOURCE PROCUREMENT POLICY

**Policy Title:** Sole Source Procurement Policy

**Policy Type:** Administrative

**Policy Number:** 43-20 (2022)

**Approval Date:** 3/03/2022

**Responsible Office:** Procurement Services

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** University Employees

### POLICY STATEMENT

The University has established policy governing proprietary procurements.

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### DEFINITIONS

None

### CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy#01 (2014) Creating and Maintaining Policies <https://www.nsu.edu/policy-library/bov-policy> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

## **STAKEHOLDER(S)**

University Community

## **SOLE SOURCE PROCUREMENT POLICY CONTENTS**

A sole source procurement is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a sole source situation. Sole source justification based solely on a single vendor's capability to deliver in the least amount of time is not appropriate because availability alone is not a valid basis for determining a sole source procurement. The vendor must provide a written quotation.

The department shall complete a Sole Source Justification form and attach it to an eVA requisition for approval. After review of all available information, the Director or Assistant Director, of Procurement Services may approve technology or non-technology sole source procurements. The Chief Information Officer may approve technology sole source procurements.

Notice of sole source procurement shall be posted by Procurement Services on the Commonwealth's electronic procurement website (eVA).

The department cannot proceed until the request has been fully approved in advance.

## **EDUCATION AND COMPLIANCE**

The intent of this policy is to educate and train the campus community on sole source procurements annually. Procurement Services will be responsible for procuring all sole source procurements. Anyone in violation of this process will be held personally liable to the vendor.

## **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication thereof, the responsible executive will proceed as follows:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students within 14 days of approval.
- Submit the policy for inclusion in the online Policy Library within 14 days of approval.
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 03/03/2025
- Approval by, date: Board of Visitors, 01/25/2016

- Revision History: 07/01/1995; 07/01/2014; 07/012015; 10/06/2016; 04/27/2017; 06/18/18, 2/28/2022
- Supersedes: Procurement Services Policy and Procedures No. 7

## **RELATED DOCUMENTS**

Governing Rules - [§ 23.1-1017. Covered institutions; operational authority; procurement \(virginia.gov\)](#)

Higher Ed Manual - [Bill Tracking - 2008 session > Legislation \(virginia.gov\)](#)

## **FORMS**

Sole Source-Non-Technology

<https://www.nsu.edu/procurement/forms/sole-source-procurement-non-technology.aspx>

Sole Source-Technology

<https://www.nsu.edu/procurement/forms/sole-source-procurement-technology.aspx>