SOLE SOURCE PROCUREMENTS

Policy Title: Sole Source Procurements
Policy Type: Administrative
Policy Number: #43-20 (2014)
Approved: 01/25/2016
Responsible Office: Procurement Services
Responsible Executive: Vice President for Finance and Administration
Applies to: University Employees

POLICY STATEMENT
The University has established a policy governing sole source procurements.

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DEFINITIONS
eVA – Virginia’s online electronic procurement system at www.eVA.virginia.gov

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/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)
University Community
SOLE SOURCE PROCUREMENTS POLICY CONTENTS
Sole source applies where goods or services are practically available from one and only one Contractor and no other goods or services can fulfill the requirements of the user. After review of all available information, the Director or Associate Director of Procurement Services, acting within the University’s purchasing authority, may approve non-technology sole source procurement up to $50,000. The Director or Associate Director of Procurement Services or the Chief Information Officer may approve technology sole source procurements up to $100,000. All sole source procurements may be approved by the Vice President for Finance and Administration. Procurement Services will obtain any required approvals from the Department of General Services. The Office of Information Technology will obtain any required approvals from the Virginia Information Technologies Agency. Notice of sole source procurement required by the Virginia Public Procurement Act shall be posted by Procurement Services on the Commonwealth’s electronic procurement website (eVA).

PUBLICATION
This policy will be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE
- Next Scheduled Review: 04/27/2018
- Approval by, date: President, 01/25/2016
- Revision History: 07/01/1995, 07/01/2014, 07/01/2015, 10/06/2016, 04/27/2017
- Supersedes: Procurement Services Policy and Procedures No. 7

RELATED DOCUMENTS
There are no related documents associated with this policy.

FORMS
There are no forms associated with this policy.