SOLE SOURCE PROCUREMENT POLICY

Policy Title: Sole Source Procurement Policy

Policy Type: Administrative

Policy Number: 43-20 (2014)

Approval Date: 2/15/2021

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
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 Associate Director of Procurement Services, acting within the University’s purchasing authority, may approve non-technology sole source procurement. The Chief Information Officer (CIO) may approve technology sole source procurements up to the University’s delegated authority.

Information Technology Services 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).

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. Records of training will be maintained in Procurement Services.

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: 02/15/2024
- Approval by, date: Board of Visitors, 02/05/2021
Revision History: 07/01/1995; 07/01/2014; 07/01/2015; 10/06/2016; 04/27/2017; 06/18/18, 11/16/2020

Supersedes: Procurement Services Policy and Procedures No. 7

RELATED DOCUMENTS

1. Agency Procurement and Surplus Property Manual

FORMS

Sole Source-Non Technology
https://www.nsu.edu/procurement/forms/sole-source-procurement-non-technology

Sole Source-Technology
https://www.nsu.edu/procurement/forms/sole-source-procurement-technology