



SOLE SOURCE PROCUREMENTS POLICY

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

University has established a policy summarizing expressed procurement authority delegated by the President.

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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/bov-01.aspx> 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 practicably available from one and only one Contractor and no other goods or services can fulfill the requirements of the user. Departments should complete a Sole Source Justification form and attach 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 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 up to the University's delegated authority may be approved by the Vice President for Finance and Administration. Procurement Services will obtain any required approvals from the Department of General Services. 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).

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 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: 06/18/2021
- Approval by, date: President, 01/25/2016
- Revision History: 07/01/1995, 07/01/2014, 07/01/2015, 10/06/2016, 04/27/2017, 06/18/18
- Supersedes: Procurement Services Policy and Procedures No. 7

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

Sole Source-Non Technology- <https://www.nsu.edu/getattachment/About/Administrative-Offices-Services/Procurement-Services/Forms/Sole-Source-Procurement-Non-technology-fillable.pdf.aspx?lang=en-US>

Sole Source-Technology- <https://www.nsu.edu/getattachment/About/Administrative-Offices-Services/Procurement-Services/Forms/Sole-Source-Procurement-Technology-doc.pdf.aspx?lang=en-US>