Sole Source Guidelines and Procedures

Portland State University is committed to maintaining fair and competitive procurement processes. OAR 580-062-0020 (8) states the following: “Sole Source. A process where the Institutional President, the Chancellor or designee has made a Written determination that due to special needs or qualifications, only a Single Seller is reasonably available to provide such personal or professional services or goods or services. Sole source procurement will be avoided except when no reasonably available alternative source exists.”

Sole Source Process:

1) If a department has determined that sole source procurement is justified the following steps are required:
   - Completion of the Office of Purchasing and Contracting “Contract and Purchase Order Cover Sheet”
   - Completion of the Office of Purchasing and Contracting Sole Source Justification Form
   - The Sole Source Justification form requires the signature of a Department Chair, Director, Dean, AVP or VP prior to submission to the office of Purchasing and Contracting.

   These forms are available on the Office of Purchasing and Contracting web page, located at: [http://www.pdx.edu/purchasing-contracting/forms-documents](http://www.pdx.edu/purchasing-contracting/forms-documents). Once completed, please submit the forms to contract@pdx.edu

2) Upon receipt of the forms the Office of Purchasing and Contracting will review the request to verify that the procurement meets the sole source criteria. Purchasing and Contracting may contact the department for additional information.

3) If the Office of Purchasing and Contracting supports the decision to proceed with sole source procurement, a Contracts Officer will draft and post a “Notice of Intent to Sole Source” on the OUS Website for a minimum or seven calendar days. This notice allows vendors the opportunity to protest the sole source procurement. The Notice of Intent to Sole Source generally contains the following information:
   - A complete description of the good or service;
   - A justification as to why a specific vendor is the sole source provider for the good or service;
   - Anticipated length of any ensuing contract; and,
   - Anticipated dollar value of the sole source procurement.

4) If no protest is received, the Office of Purchasing and Contracting drafts an approval letter for review and approval by the Vice President of Finance and Administration.

5) If the Notice of Intent to Sole Source is protested then the sole source procurement process is halted until a determination as to the validity of the protest can be made by the Office of Purchasing and Contracting in conjunction with PSU legal counsel.

6) If the Office of Purchasing and Contracting determines that a competitive procurement process is required a Contracts Officer will contact the requestor of the sole source procurement and assist with the appropriate procurement process.

Questions regarding sole source or other procurements may be directed to the Office of Purchasing and Contracting at 503-725-3441, or by e-mail to contract@pdx.edu.