



Sole Source Guidelines and Procedures

Portland State University is committed to maintaining fair and competitive procurement processes. PSU Standard 580-062-0020 (8) states: "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 must be avoided except when no reasonably available alternative source exists."

PSU Standard 580-062-0020(8) further states:

(d) Justifications for Sole Source acquisitions are limited to the following:

- (1) Item is only available from a single source.
- (2) Public exigency or emergency for requirement will not permit delay resulting from Competitive solicitation.
- (3) A non-competitive acquisition has been expressly authorized by the Federal awarding agency or pass-through entity in response to PSU's written request for such authorization.
- (4) After solicitation to multiple sources, competition is determined inadequate.

Sole Source Process:

If a department believes that sole source procurement is justified, the department must complete the Sole Source Request Form and submit it to Contracting and Procurement Services (CAPS) at contract@pdx.edu

The Sole Source Request Form must be signed by the Department Chair, Director, Dean, Associate Vice President, Assistant Vice President or Vice President.

The form is available on the CAPS web page located at: <http://www.pdx.edu/purchasing-contracting/> under "Forms and Documents."

Upon receipt of the form, a CAPS Contract Officer will review the request to verify that the procurement meets the sole source criteria. The Contract Officer may contact the department for additional information.

If CAPS supports the decision to proceed with sole source procurement, the Contract Officer will draft and post a "Notice of Intent to Sole Source" on the Oregon Procurement Information Network (ORPIN) for a minimum of seven (7) calendar days. This notice allows other 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.

If any vendor or vendors protest the Notice of Intent to Sole Source, the sole source procurement process will be suspended until a determination as to the validity of the protest can be made by CAPS in conjunction with the PSU Office of General Counsel.

If no protests are filed or any protests received are determined invalid, CAPS will draft an approval letter for consideration by the Vice President of Finance and Administration. **The Vice President of Finance and Administration may decide not to approve the sole source procurement.**

If the sole source procurement is approved, the Contract Officer will process the agreement.

If the Vice President of Finance and Administration does not approve the sole source procurement or if CAPS otherwise determines that a competitive procurement process is required, the Contract Officer will contact the requestor of the sole source procurement to assist with the appropriate procurement process.

Please direct questions regarding sole source procurements to CAPS by email at contract@pdx.edu.