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 must be avoided except when no reasonably available alternative source exists.”

Sole Source Process:

1) If a department believes that sole source procurement is justified the following steps are required:
   • Complete Contract and Purchase Order Cover Sheet.
   • Complete Sole Source Justification Form.
   • The Sole Source Justification form must be signed by the Department Chair, Director, Dean, AVP or VP and then submitted to the Office of Contracting and Procurement Services (CAPS).

   These forms are available on the Contracting and Procurement Services (CAPS) web page located at: http://www.pdx.edu/purchasing-contracting/ under “Forms and Documents.” Once completed, please submit the forms to: contract@pdx.edu

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

3) If CAPS supports the decision to proceed with sole source procurement, the Contracts Officer will draft and post a “Notice of Intent to Sole Source” on the OUS Website 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.

4) If the Notice of Intent to Sole Source is protested, 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.

5) If no protest is received or any protests 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.

6) If the sole source procurement is approved, the Contracts Officer will process the agreement.

7) 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 Contracts Officer will contact the requestor of the sole source procurement to assist with the appropriate procurement process.

Questions regarding sole source procurements should be directed to CAPS by phone at 5-3441, or by e-mail at contract@pdx.edu.