

Exclusive Acquisition - Sole Source Purchases

Updated: 3/11/2020

Purpose

This procedure is issued to provide University departments with guidance when obtaining goods or services, \$15,000 and over. Justification for this type of purchase is used when the goods or services are only available through a single source.

Policy

This procedure is issued in accordance with The University of Texas at El Paso Procurement Operating Procedures.

Competition may be waived if a purchase of goods or services over \$15,000 meets justification criteria.

Procedures

1. When requesting approval on an Exclusive Acquisition - Sole Source, consider the following:

- Equipment maintenance or repair parts from the original equipment manufacturer (OEM).
- Pharmaceuticals or chemical reagents that are only available through one supplier.
- Software or software maintenance that is only available through one software supplier.
- Specific reagents used in long-term experiments. For continuity of research, a lab would need to continue using the same products for the duration of the experiment.
- Compatibility with existing equipment. A laboratory is purchasing a new component from a supplier to add to an existing piece of equipment to enhance its quality/performance.
- A contract or grant specifically names a supplier, product, or service that is required for the university to use.

Note: You must provide a thorough and complete response to all the considerations. You may attach additional pages to the form.

2. To request an Exclusive Acquisition - sole source justification:

- Complete the electronic Exclusive Acquisition Sole Source Form available in Miner Mall.
- The electronic form will route to the appropriate Department Approvers.
- Form will then route electronically to the Purchasing Department for final approval.
- If you have any questions regarding the use of this form, please contact your

purchasing representative or call ext. 5601. To contact your Buyer, please visit the "Who's My Buyer" (<https://www.utep.edu/vpba/minermall/who-is-my-buyer/index.html>) webpage.

Applicability

This administrative procedure applies to all university departments.

Definitions

Sole Source - Sole Source (as defined in Texas Government Code 2155.067)

Justification for a proprietary purchase is used when the goods or services are only available through a single source. The Purchasing Office establishes that the selection meets this criteria.

Responsible Party

Associate Vice President, Purchasing & General Services