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-buynner/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