**Sole Source Purchases**

**Updated: 7/06/2016**

**Purpose**

This procedure is issued to provide University departments with guidance when obtaining goods or services, $15,000 and over, when competitive bids or quotes are only available from one 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 qualifies as:

- Unique, proprietary, available only from a single source, or designated to be compatible with existing installation, facility, or location.

**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 use of Sole Source:

- Complete the electronic Exclusive Acquisition Sole Source Form available in Miner Mall.
- 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 see “Who's My Buyer?” [http://admin.utep.edu/Default.aspx?tabid=68363](http://admin.utep.edu/Default.aspx?tabid=68363)

**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. Some examples include:

- 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.

**Responsible Party**

Assistant Vice President, Purchasing & General Services