

SOLE SOURCE CHECKLIST

1. **UOG Sole Source Determination of Need Memo**
 - a. Found at uog.edu/procurement/resources
2. **Written Determination of Need in accordance with Section 3.12.2**
 - a. A written determination by UOG's President, VPAF, or Comptroller that there is only one source of supply for the item;
3. **Solicitation Package:**
 - a. A package to market and present to prospective vendors or service providers, which shall be based on the determination of need and market research, and contains a purchase description, evaluation factors, delivery or performance schedule, inspection and acceptance requirements, the contract terms and conditions, and any warranty, bond, or other security requirement of the sole source contract;
4. **Contract:**
 - a. A sole source contract that does not exceed a term greater than one year, with four successive annual options to renew and *each option to renew can only be exercised with a written determination by UOG's President or her designee above the level of procurement officer* that there is only one source for the required supply, service, or construction item;
5. **Written Report:**
 - a. **Prior to and as a condition of making any written determination, the purchasing agency shall prepare a written report for the person making such determination, which shall include a detailed analysis of the minimum needs of the government upon which the contract is based, findings from thorough market research, and a conclusion that will certify accurate and complete necessary data to support their recommendation that there is no other source that will satisfy the minimum needs of UOG;**
 - b. **Award:** A sole source contract shall not be awarded or executed unless UOG's President or her designee of above the level of the Procurement Officer, has determined in writing that the contract price is fair and reasonable and consistent with applicable regulations.

**UOG must publish a notice in a newspaper of general circulation in Guam, and on its website, within fourteen calendar days of awarding any sole source contract in excess of \$50,000.