

SOLE SOURCE PROCUREMENT PROCEDURE

Purpose and Requirement: The University's Procurement Manual under Article 3.12 states: "A contract may be awarded for a supply, service or construction item without competition when the provisions of this section (Article 3.12) are met, provided that the President or his designee above the level of University of Guam Dean/Director determines in writing that there is only one source for the required supply, service or construction item." In view of that, **the President has designated the Vice President of Administration and Finance (VPAF), or the Comptroller in the absence of the VPAF, to review and approve all sole source procurement requests.**

Request for Sole Source Procurement: Accordingly, any UOG unit or department seeking to procure via the provision of the sole source procurement shall provide the written justification for sole source procurement determination by indicating the need to purchase from a sole source vendor or an explanation as to why no other vendor will be suitable or acceptable to meet the need. Note: In cases of reasonable doubt, competition should be solicited by units or departments.

The attached Sole Source Sheet shall be used as the written determination as required. Sole source procurement is not permissible unless a requirement is available from only a single supplier. Below is the suggested procedure for the routing of Sole Source Procurement requests:

1. All sole source procurement requests require written explanation indicating a true sole source vendor or why no other bidder or offeror will be suitable or acceptable to meet the need.
2. A statement from the supplier stating that they are the only supplier for the supply, services or construction attached to the Sole Source Sheet.
3. Sole source procurements are allowed only in five (5) situations:
 - Compatibility of equipment, accessories, or replacement parts is of paramount consideration;
 - Sole supplier's item is needed for trial use or testing;
 - Sole supplier's item is to be procured for resale;
 - Public utility services are to be procured;
 - Supplies are offered through bankruptcy or receivership sales, or other disposition at lower than prevailing market prices.
4. Fill out the attached sole source sheet to document the sole source procurement. The sheet will be part of the procurement files.