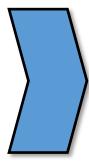
SOLE SOURCE

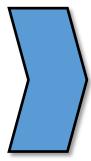
Sole Sourcing is used when the chosen supplier is the only one in the market that provides the commodity.



WHAT IS A SOLE SOURCE JUSTIFICATION FORM?

- Document required when only **one supplier** can provide the goods/services needed. Examples of justification include:
 - Inadequate competition
 - Public emergency/exigency
 - Federal awarding agency's authorization





WHEN DO I NEED TO COMPLETE A FORM?

A <u>Sole Source Justification form</u> is required for purchases **over \$10K** that you are unable to provide 3 quotes for, as the chosen supplier is the only one available that provides the commodity. Please attach the form filled out in its entirety, along with a pricing quote from the sole vendor, to any shopping carts that meet this requirement.



WHY IS IT REQUIRED?

Uniform Guidance (UG) is a set of regulations that provides the overarching guidelines for administering Federal awards and expenditures. As BCM is a recipient of federal funds, we are obligated to be familiar with and follow its principles. Further, the College extends these standards to all purchases, regardless of funding source.



REASONS FOR SOLE SOURCING

- The product is an integral repair part or accessory for equipment already owned.
- The product is essential in continuing research & maintaining cohesiveness.
- Only one source is known for providing a specialized material/piece of equipment/service.



Updated 06/21/19