COLLEGE of CHARLESTON
PROCUREMENT

SOLE SOURCE PROCUREMENT REQUEST

Any request that a purchase be restricted to one potential vendor must be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need. The determination must contain sufficient factual grounds and reasoning to provide an informed, objective explanation for the decision. The determination will be made based upon current law, §11-35-1560 of the South Carolina Procurement Code and §19-445.2105 of the Rules and Regulations, 1976 South Carolina Code of Laws.

Sole source procurement is not permitted unless there is only a single supplier. The following are examples of circumstances which could necessitate sole source procurement:

- Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;
- Where a sole supplier's item is needed for trial use or testing;
- Where the item is truly one of a kind (not manufactured or available through any other entity).

This determination is made by the Director of Procurement, ratified by the Executive Vice President for Business Affairs and must be authorized ***prior*** to contract execution. Please allow the Office of Procurement sufficient time for review and research in this determination.

INSTRUCTIONS: Please answer the questions below assist the Office of Procurement in the determination as to whether a purchase will qualify as a sole source procurement. Additional information and documentation may be requested by the Office of Procurement during the process of determination. Attach this form and any other supporting documentation to your eProcure requisition.

1. **Provide a brief description of the good(s) or service(s) the department wishes to procure as a sole source procurement.**

2. **Total Purchase Price:**

3. **Name of Requested Sole Source Supplier:**

4. **Provide a detailed justification as to why no other supplier is suitable. Indicate research done to prove that no competing or similar products or services are compatible. List any exclusive qualities / specifications that make your requested product or service exclusive.**

5. **Attach documents used to support this request and list any pertinent website addresses:**

Name of Requestor: **Department:** **Date:**