

Sole Source

The University of Alabama in Huntsville

Sole Source Justification

Requirements

Section 41-16-20 of the Alabama Code Federal requirements of the Office of Management Budget (OMB circular A110 & A133) mandates that all contracts of whatever nature for labor, services or work for the purchase or lease of materials, equipment, supplies or other personal property, involving \$ 5,000.00 or more made on behalf of the University of Alabama in Huntsville be let by free and open competitive bidding by sealed bids. However, in rare and unusual cases the Associate Vice President of Finance & Business Services or the Director of Procurement & Business Services may waive the competitive bid process and approve a sole source purchase. Completion of this sole source justification form is required for appropriate review.

Definition

Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character.

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Sole Source Justification

The declaration of a "sole source" purchase must be exercised judiciously and always with good faith. The goods or services "uniqueness" alone cannot qualify the producer or supplier of the good or service as a "sole service" of a good or service under Alabama's competitive bidding laws.

A Sole Source Justification must show that an equitable evaluation of comparable products has been made and that rejection of unsuitable products is based on technical deficiencies or a combination of other reasons. In cases where no other comparable source is known, the manufacturer or distributor level, technical description of the