



SOLE SOURCE PROCUREMENT INSTRUCTIONS

It is the policy of the Commonwealth of Virginia that contracts are awarded on a competitive basis and that the use of sole source procurement must be limited to those instances where only one source is practicably available.

Pursuant to the Virginia Public Procurement Act, §2.2-4303(E), every sole source request must contain a memorandum from the purchasing agency that addresses in a direct and concise manner the following four points (by number and in order):

1. Explain why this is the only product or service that can meet the needs of the purchasing agency.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

3. Explain why the price is considered reasonable.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

You must use the Sole Source Procurement Approval Request forms for all sole source procurements exceeding \$5,000. Complete the “Agency” portion of the form and forward it to the Materiel Management Office to obtain approval(s).

Sole source procurement requests that exceed \$50,000 and are not related to information technology requires agency head or designee approval and approval from the DGS/DPS.

Information technology-related requests for computer equipment, software and related services, and telecommunications products between \$5,000 and \$50,000 require agency head or designee approval and Virginia Information Technologies Agencies (VITA) approval; purchases between \$50,000 and \$99,000 must be conducted by VITA, unless specifically delegated to the agency or institution; and purchases over \$100,000 require CIO approval prior to the commencement of the procurement.

Fill in, Print, and return to Materiel Management via Campus mail. **DO NOT** send this document electronically as it may contain personal information.