SOLE SOURCE FORM GUIDELINES

A sole source may be considered for the following reasons:

1. Where only one contractor has the unique qualifications or skills needed for the project.
2. Where the timeframe for delivery is urgent and can’t be stretched to allow the time needed for competitive bids.
3. Where the project is highly sensitive or confidential and broadcasting it via open competition is inappropriate.
4. Where the planned expenditure is small and the savings of competitive contracting would not justify the increased cost involved with more competitive methods.
5. Where the project is a ‘follow-on’ assignment most appropriately done by the original contractor.

BEFORE PROCEEDING TO A SOLE SOURCE, ASK THE FOLLOWING QUESTIONS:

1. Have we thoroughly considered what is required?
2. Have we thoroughly researched all potential sources of supply?
3. Are we being overly restrictive in our terms of reference?
4. Can we justify this on the basis of expediency, urgency or cost?
5. Could we justify this as fair to the contracting community at large?
6. Is this a failure to plan thereby creating the requirement for a sole source process?

When a competitive bid process is not conducted for all acquisitions for materials or services that meet or exceed $50,000.00, a Sole Source request form must be completed in accordance to SFU’s Purchasing Policy # AD 11.01 and appropriate Trade Agreement thresholds.