



## 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.

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

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3. Explain why the price is considered reasonable.

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

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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 and Purchasing Office to obtain approval(s).

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