

Ball State University  
Purchasing Services  
**Policy: Sole Source**

**Sole Source**

A “Sole Source” is a procurement method that does not allow for full and open competition. It typically is used because only one source is available, or prior work and/or conditions require the same manufacturer or vendor provide the product or service for consistency and continuity purposes. This type of procurement method can only be used with proper approval and is used on orders in excess of 15,000 dollars. Please note: a request for a Sole Source is not guaranteed approval and is subject to meeting the conditions set forth in the Sole Source Justification form. Approval is at the discretion of the Director of Purchasing and the Associate Vice President and Chief Budget Officer.

In order to obtain approval, sufficient documentation and justification must be provided on the Sole Source Justification form. The form can be found on the SciQuest Home User screen under “Showcase Services.” Failure to provide adequate documentation and justification will result in the request for this method to be rejected. Once rejected, if additional justification is not provided that meets the standard needed for approval, then the standard bidding practice will be used instead.

The University on occasion identifies a transaction or an opportunity that does not lend itself to the traditional procurement practices. Authority is delegated to the President and VP for Business Affairs and Treasurer, or other designees, to develop processes and procedures for the strategic purchase and disposal of goods and services in situations that do not lend themselves to traditional procurement practices so long as such processes and procedures are based on sound business practices, best value, accountability, and compliance with donor, sponsor and regulatory requirements. (Ball State University Board of Trustees)

Reasons to use a Sole Source are found on the Sole Source Justification Form and include the following.  
*(You must select one when requesting use of the Sole Source procurement method)*

**Reasons to Use a Sole Source:**

- Only known product or equipment which meets the need
- Services require this supplier’s expertise
- Components must be the same brand/manufacturer as what is current equipment
- Service or equipment is needed for research continuity or University compliance
- Equipment required must be compatible with current equipment to realize efficiencies
- Particular equipment is specifically required as part of a grant
- Item selected is from a State commodity contract
- There is substantial risk in using another supplier
- Purchase will obligate the University to this supplier for future purchases

**Responsibility:**

Purchasing Department

Finance Office

**Other Departments Affected:**

BSU departments

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