

SOLE SOURCE PURCHASES

POLICY No.: **P-130**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 1

I. PURPOSE

To provide guidance to employees engaged in the purchasing function concerning sole source procurements.

II. SCOPE

This policy applies to all Town personnel involved in the procurement process.

III. GENERAL

State law allows for a limited exemption from competitive quoting or bidding for the purchase of item(s) where the functional requirements of the Town can be satisfied by only one source.

This exemption for the purchase of goods or services from competitive procurement will be allowed once it has been determined by the General Service Manager that the goods or services to be purchased are impossible or impractical to procure through competitive procurement.

Because of the requirement for justification of such exemptions by the Administration, all requests for Sole Source purchases must be supported by the Sole Source Justification form and approved by the General Services Manager. Refer to Division 5, PP-060 "Sole Source Purchases" for detailed instructions.