



**3344-65-23 Sole source procurement.**

- (A) Under unusual and infrequent circumstances, purchasing services is authorized to purchase goods without competitive bidding as a sole source purchase.
- (B) A sole source purchase is an order for a commodity that can only be purchased from one supplier, usually because of its technology or its proprietary and unique nature.
- (C) In the event that an item is considered for sole source purchase by the purchaser, a waiver of competitive bidding form must be completed in MagnusMart. A written explanation is required with the waiver of competitive bidding form stating the reasons that a sole source purchase is justified, including a list of all vendors who have been contacted in an effort to find a compatible item. Services are considered sole source purchases only under the rarest of circumstances and requests shall be subject to additional scrutiny by the office of general counsel.