



Overview of Sole Source Policies and Practices

February 7, 2011

Audit Committee Meeting

Presented by:

Jana Vargas, Director of Procurement



Sole Source Procurement

The purpose of *Sole Source Procurement* is to provide a method in which a contract may be awarded without complying with the otherwise applicable competitive procedures required under our Contracting and Purchasing Policies.



Policy References

Contracting and Purchasing Policy 5.01 (subsection 6) for Equipment, Materials and Services and Policy 5.02(subsection 8) for Public Projects both provide for *Sole Source Procurement* when:

- There is only one known source for the required equipment, material or service, or;
- One source is the only practical way to respond to overriding circumstances.



Sole Source Procurement Requirements

Prior to processing a Sole Source Procurement, the following information must be received by the Procurement Department:

- A Sole Source Justification,
- Appropriate back-up documentation,
- Written approval from the Authority's President, CEO



Practices/Available Resources

The following information is available on the Authority's intranet:

- Sole Source Justification Form
- Instructions on writing a sole-source justification