

## SOLE AND SINGLE SOURCE JUSTIFICATION REQUEST INSTRUCTIONS & FORM\*

### I. Introduction:

A Sole Source purchase occurs when only one supplier can provide the commodity, technology and/or perform the services required; therefore, it is not possible to obtain competition. Respectively, a Single Source purchase occurs when only one responsible source and no other suppliers or services can fulfil FSCJ requirements. \*Completion of this fillable form is also required for an [OPS agreement](#) . Visit the following link for additional information regarding OPS agreements: [APM 03-0504 Issuance of Other Personal Services Agreements](#)

**Purpose:** The purpose of this form is to specify the types of purchases that are exempt from solicitation/competition for state or federal funded purchases of items or services estimated to exceed \$7,500 pursuant to State Board of Education, Florida Statute and federally funded grant purchases that comply with 2 CFR Part II 200.320(f) Federal Methods of Procurement. Please review [APM 05-0302 Purchases Exempt from Solicitation \(Non-Competitive Bid Purchases\) and Sole/Single Source Procedures](#) for more details regarding the policies and procedures of a Sole/Single Source purchase.

### II. Instructions:

**Prior to completing and submitting the Form, please ensure you have validated and/or have available the following information:**

**Department has:**

1. Obtained a Sole/Single Source Letter (with letterhead) from the Supplier which includes the justification that they are the only supplier that can provide the commodity, technology and/or perform the services required.
2. Obtained a formal written quote form the Supplier
3. Confirmed the Supplier is approved and active in PeopleSoft. Any questions contact [suppliercontact@fscj.edu](mailto:suppliercontact@fscj.edu)
4. A Description of the commodity or service being purchased.
5. The Total Purchase Cost.
6. Available Budget.
7. Complete Chart field information and determine type of funding by providing the account code and project number (if grant funded)
8. Justification statement of why the acquisition can only be acquired from one source (i.e., sole patent owner, sole distributor, existing equipment and curriculum compatibility, etc.)

**III. SOLE AND SINGLE SOURCE JUSTIFICATION REQUEST FORM**

<b>*Requestor Name:</b>	<b>Requesting Department Name:</b>	<b>Project ID (required,if Grant funded)</b>
<b>Supplier Name:</b>	<b>*Total Cost/Amount:</b>	<b>Chart Field (including account code &amp; project #, if applicable)</b>

**\*Any Sole/Single Source Request exceeding \$65,000, prior to final Purchasing approval, will be posted on the FSCJ website for a minimum of 72 hours for public viewing.**

Provide a description of commodity/service being purchased, and a justification as to why this requested purchase is a sole or a single source whereby the supplier is the sole copyright/patent holder (i.e., FSCJ is required by law to use this source such as OSHA, IRS, etc. Describe below why FSCJ cannot consider and accept a competitor’s equivalent product or service.)  
Supplier/publisher/manufacture letter must be attached to this form.

**IV. Final Steps:**

1. Department Requestor, **attach supplier letter, quote & complete the "\*\*Printed Name" Fields in the below table**
2. Email this Form to the Purchasing Buyer and they will review the request and all documentation and contact department if additional documentation or information is needed.
3. If you are not working directly with a Purchasing Buyer, please email this Form and supporting documents to [purchasing@fscj.edu](mailto:purchasing@fscj.edu) .
4. Once the review is completed and is confirmed, a sole/single source acquisition, the Purchasing Buyer will submit this Adobe template via Adobe Sign in order to obtain the required signatures below.
5. Department Requestor attaches the completed and approved Sole Source form and all supporting documentation (with all required signatures) to their purchase requisition.

**\*\*Signatures & Date field approvals will be obtained by Purchasing Department via Adobe Sign!! Thank you**

**Approvals:**

Required Approvals	*Printed Name	Signature**	Date**
Purchasing Buyer			
Budget Administrator			
Grant approver, (if applicable)			
AVP or Associate Provost* (*required if \$7,500-\$64,999)			
VP or Provost** (**required If \$65,000 or over)			
Executive Director of Purchasing			