

WALTON COUNTY BOARD OF COUNTY COMMISSIONERS

Office of Central Purchasing

Procedure No: PP-011

Title: Sole Source

Effective Date: March 25, 2008

Revised Date: September 3, 2008

I. ... Purpose:

To provide a mechanism for the procurement of goods and services which are a sole source.

II. ... Definition:

Sole source items must meet both of the following criteria:

- A. ... It is the only item that will produce the desired results (or fulfill the specific need).
- B. ... The item is available from only one source of supply within the needed time frame.

Purchases of supplies, equipment and contractual services from a sole source are exempted from competitive requirements upon approval of the Finance Director and/or the County Administrator. Said approval shall be formally authorized utilizing a Sole Source Purchase Data Sheet.

The request for Sole Source purchase shall set forth the purpose and need, in addition to why the item is the only one that will produce the desired results (or fulfill the specific need).

The user department/division and/or the Purchasing Agent shall attempt to locate competition (alternate sources of supply).

Compatibility to existing equipment shall be an acceptable justification for waiver of bidding requirements, provided the item is only available from one source of supply.

The Office of Central Purchasing shall keep a Sole Source Log, which logs all sole source purchases, includes the vendor name, the amount, item description, justification and the purchase order number.

III. Procedure:

The user department/division shall submit to the Finance Director and/or County Administrator a completed Sole Source Purchase Data Sheet.

The Finance Director and/or County Administrator shall review and approve or disapprove, in writing; sole source designation after a good faith effort is made to find other available sources. If questions arise, the requesting department will be consulted before final decision is made.

When the Finance Director and/or County Administrator determines a sole source exists for the required goods, and/or services, staff shall conduct negotiations, as appropriate, as to price, delivery, and terms. If questions arise, the requesting department will be consulted before final decision is made.

Approved requests shall be processed and the log and files updated by the Purchasing Agent.

The user department/division shall be informed of any requests, which are disapproved, and the procurement shall be made in accordance with standard procedures.