



SINGLE OR SOLE SOURCE (NONCOMPETITIVE NEGOTIATION) PROCEDURES USER GUIDE

If a commodity or service required by the University meets the State of Wisconsin's definition of a single/sole source, a noncompetitive negotiation process may be used to procure the item. Approval authority of a sole source is based on the anticipated dollar amount of the request and term of the contract/agreement.

The commodity/service required must meet the State of Wisconsin's definition of a sole source found in PRO-C-13. The request and supporting documentation must prove that *one source* exists.

The request must be completed, reviewed and approved *prior* to the commodity or service being conducted. Not obtaining *prior* approval may result in denial of the request.

Preparing Justification for a Single/Sole Source Request

Ask the question - If I knew nothing about this request, would I have enough information to allow to validate the need of the request?

What specifically makes this particular request unique? Are there similar products in the market? Is there justification to prove the request? Can the company certify that it is a sole source for the product and/or service? Include supporting information such as: quotes, technical specs, brochures, etc.

Address Six Main Questions:

- Who
- What
- Where
- When
- Why
- How

Contract Value - What is the total value of the request? Has a market value/analysis been conducted to justify the expense? Is there ongoing or reoccurring costs that impact the future of this request?

Single/Sole Source Requests <\$25,000

Complete the Request for Single/Sole Source Purchase form found in the Finance and Administration-Purchasing Website. The University is delegated to approve sole source purchases up to \$25,000.



Single/Sole Source Requests >\$25,000

The Department of Administration (DOA) must review requests in excess of \$25,000, including if anticipated costs are expected to exceed the threshold for a multi-year contract. Contact Purchasing for assistance in completion of the DOA process, including completion of the below materials:

- Public Notice Posting through use of the State Website for a minimum of 2 weeks prior to submitting RPA to DOA (submitted copy of the posted notice).
- DOA-3046: Request for Purchasing Approval/Authority (RPA) and Checklist
- Memo on University Letterhead addressed to the Director of DOA-State Bureau of Procurement outlining the details and justification of the request.
- A Cost Benefit Analysis (CBA) is required of services >\$50,000, unless exempt from PRO-I-15.
- Any additional supporting documentation (quote/proposal, letter from supplier clearly indicating the uniqueness of item/service)

NOTE: The timeline for sole/single source approval varies on the complexity of the request and information submitted.

State of Wisconsin Procurement Manual References:

PRO-C-13-Noncompetitive Negotiation (Sole Source):

<http://vendornet.state.wi.us/vendornet/procman/proc13.pdf>

PRO-C-9-Waiver of Bidding Process: <http://vendornet.state.wi.us/vendornet/procman/proc9.pdf>

PRO-C-2-Request for Purchasing Approval/Authority (RPA) Policy and Procedure:

<http://vendornet.state.wi.us/vendornet/procman/proc2.pdf>

PRO-C-10-Bid Waiver Justification Letter (for the Memo):

<http://vendornet.state.wi.us/vendornet/procman/proc10.pdf>

PRO-C-11-General Waiver: <http://vendornet.state.wi.us/vendornet/procman/proc11.pdf>

PRO-I-15-Cost Benefit Analysis (CBA):

<http://vendornet.state.wi.us/vendornet/procman/proi15.pdf>