

University of Nebraska

Sole Source Purchase Documentation

Background

Board of Regents Policy 6.2.1.6 (a) provides that “except as otherwise provided in this purchasing policy, any purchase committing the University to an expenditure of \$150,000 or more shall be made to the lowest responsible bidder.” There are exceptions allowed to this policy in 6.2.1.6 (e).

Regents policies also provide, in § 6.2.1.5 (b) that “each request for a sole source purchase shall be accompanied by written justification from the requesting unit. Each sole source purchase must have prior written approval by the principal business officer.”

This form is designed to assist in complying with policy. This form is to be signed by the person seeking the sole source purchase and shall be signed by the principal business officer (Vice Chancellor for Business & Finance or Director, Procurement Services).

Completion of the Form:

Please check the category below under which your particular transaction qualifies as a sole source purchase. (§ column refers to section of RP 6.2.1.6(e) that allows sole sourcing):

§	Description of Sole Source Situation	
1.	Purchase of unique or non-competitive articles or services. Without limiting the generality of the foregoing sentence, examples of unique or non-competitive articles and services are public utility services, regulated central office telephone services, books, pamphlets and periodicals, and specially designed business, research or scientific equipment and related software.	<input type="checkbox"/>
2.	Contracts for professional services; provided, however, that any contract for architectural, engineering, land surveying or landscape architectural services shall be made in accordance with applicable law and Board of Regents policies requiring competitive negotiations for such services.	<input type="checkbox"/>
3.	Purchases necessary in emergency situations.	<input type="checkbox"/>
4.	Contracts for maintenance or servicing of equipment with the manufacturer of the equipment or the manufacturer's authorized service agent, where in the judgment of the principal business officer such maintenance or service can be most effectively performed by the manufacturer or its authorized service agent.	<input type="checkbox"/>
5.	Purchases from (i) any purchasing cooperative or consortium of which the University or a major administrative unit thereof is a member, (ii) the U.S. Government or any agency or instrumentality thereof, (iii) the State of Nebraska or any agency or instrumentality thereof, (iv) a political subdivision of the State of Nebraska, (v) any governmental or public entity created by an interlocal cooperation agreement pursuant to the Nebraska Interlocal Cooperation Act, (vi) any private or public postsecondary educational institution, or (vii) any vendor pursuant a U.S. Government General Services Administration (GSA) pricing agreement; provided, however, under no circumstances shall the University be contractually obligated or liable for any purchase by another educational institution or governmental entity, or by any other member of a purchasing cooperative or consortium.	<input type="checkbox"/>

Additional Information:

Vendor:	Amount of Purchase:
Additional Description Supporting Sole Source Determination: (attach additional pages, if needed)	

I have no conflict of interest in the selection of this sole source vendor. I will receive no personal or financial benefit from this purchase.

Requestor's Signature **Date**

Dept. or Business Manager's Signature **Date**

Submitted By:	Approved By:
Procurement Services' Signature	Vice Chancellor for Business and Finance or Director, Procurement Services
Date	Date