

## **POLICY 2.64: SOLE-SOURCE PROCUREMENT**

To establish guidelines for the appropriate use of sole-source vendors in accordance with the Illinois Public Community College Act and the Illinois Procurement Code, the Sandburg board of trustees recognizes that competitive bidding is the preferred method of procurement. Under certain circumstances, however, goods or services may be procured from a sole-source vendor when it's determined that only one source is practicably available.

### **Definition**

A sole-source procurement is one in which a product or service is available from only one vendor due to the uniqueness of the item, compatibility requirements, patent or proprietary rights, or the vendor is the only provider capable of fulfilling the requirements.

### **Conditions for sole-source justification**

Sole-source procurement may be used only when one or more of the following conditions apply:

1. Only one vendor is capable of providing the required goods or services.
2. The product or service is proprietary and no suitable alternatives exist.
3. The procurement is for compatibility with existing equipment or systems.
4. The vendor holds exclusive rights (e.g., patents, copyrights).
5. The procurement is for emergency services where delay would risk harm or significant disruption.

### **Approval process**

- A written justification must be submitted by the requesting department.
- The chief financial officer or designee must review and approve the justification.
- Sole-source procurements exceeding the threshold set by the Illinois Procurement Code must be reported to the board of trustees and may require public notice.

All sole source procurements must be:

- Documented with a clear explanation of the justification.
- Retained in procurement records for audit purposes.
- Disclosed in accordance with applicable state reporting requirements.

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