

SOLE SOURCE

Sole Sourcing is used when the chosen supplier is the only one in the market that provides the commodity.

WHAT IS A SOLE SOURCE JUSTIFICATION FORM?

- Document required when only **one supplier** can provide the goods/services needed. Examples of justification include:
 - Inadequate competition
 - Public emergency/exigency
 - Federal awarding agency's authorization



WHEN DO I NEED TO COMPLETE A FORM?

- A [Sole Source Justification form](#) is required for purchases **over \$10K** that you are unable to provide 3 quotes for, as the chosen supplier is the only one available that provides the commodity. Please attach the form filled out in its **entirety**, along with a pricing **quote** from the sole vendor, to any shopping carts that meet this requirement.



WHY IS IT REQUIRED?

- Uniform Guidance (UG) is a set of regulations that provides the overarching guidelines for administering Federal awards and expenditures. As BCM is a **recipient** of federal funds, we are obligated to be familiar with and follow its principles. Further, the College extends these standards to **all** purchases, regardless of funding source.



REASONS FOR SOLE SOURCING

- The product is an integral repair part or accessory for equipment already owned.
- The product is essential in continuing research & maintaining cohesiveness.
- Only one source is known for providing a specialized material/piece of equipment/service.

