



# University of Pittsburgh Policy

## Directed or Sole Source Purchase Justification

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Category: Financial Affairs

Section: Purchasing

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Policy Number: 05-02-17

Effective date: September 5, 2017

Responsible University Officer:

- Senior Vice Chancellor and Chief Financial Officer

Responsible Department

- Purchasing Services Department

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### POLICY STATEMENT

This policy establishes responsibilities and requirements for directed or sole source purchases. Directed or sole source purchases are an exception to the University of Pittsburgh Competitive Bidding Policy and are allowed under certain conditions for the purchases of goods or services from a directed or sole source without soliciting bids from multiple sources.

A directed or sole source purchase must always be in writing and approved by the Purchasing Services Department.

The Purchasing Services Department will approve a directed or sole source purchase on a case-by-case basis.

#### Directed source

Directed source designates that a product or service, for specific and justifiable reasons, will be purchased from one specified supplier.

Following are examples of acceptable directed source purchases:

- The requested product is an integral part or accessory to existing equipment.
- The service requested is for existing equipment which can only be completed by the manufacturer or manufacturer's designated service provider.
- The requested product or service has unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products.
- The requested product or service is essential in maintaining research continuity.
- The requested service or system requires a supplier with unique skills or experience.



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### Sole source

Sole source designates that only one supplier exists that is capable of providing a particular product or service.

Exceptions to document sole source justification requirements:

- Guest speakers
- Honoraria
- Subscriptions
- Dues
- Memberships and other similar items

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### STAKEHOLDERS

- Department buyers and administrators
- Office of the Chief Financial Officer

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### RESPONSIBILITIES

Departments including Principal Investigators and Research Administrators

- Alternative source evaluation for directed or sole sourced purchases
  - Evaluate alternative sources that are fair and reasonable.
  - Document the reasons that a purchase must be directed to a particular supplier when other alternative sources are available.
- Fair and reasonable prices verification for directed and sole source purchases
  - Verify and document the prices are fair and reasonable.
- Research grants and contracts
  - Follow Purchasing Services Department's University policies and procedures for purchasing.
    - Purchasing Services has established policies and procedures to comply with the Federal Government's Uniform Guidance for grants and cooperative agreements.
  - Identify and comply with any additional contractual requirements that relate to purchasing.
    - Additional specific terms or requirements in research contracts may require additional purchasing provisions e.g., Federal Acquisition Regulations.
- Prohibitions
  - Do not advise a supplier that a contract will be awarded on a directed or sole source basis before approval by the Purchasing Services Department.



# University of Pittsburgh Policy Directed or Sole Source Purchase Justification

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## CONTACTS

Subject	Contact	Phone	Email
Directed or Sole Source approval	Purchasing Services Department	412-624-3578	pantherexpresscs@cfo.pitt.edu

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## OTHER UNIVERSITY POLICIES, PROCEDURES, AND RESOURCES

### Policies

<a href="#">Conflict of Interest and Procurement Relationships, and University Policy</a>	05-02-02
<a href="#">Code of Ethics</a>	05-02-03
<a href="#">Department Purchasing Authority and Responsibilities</a>	05-02-05
<a href="#">Authority for Management of Procurement</a>	05-02-14
<a href="#">Required Use of Contracted Suppliers</a>	05-02-15
<a href="#">Competitive Bidding</a>	05-02-16

### Procedures

None

### Other Resources

[Directed or Sole Source Justification Form](#)

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## HISTORY

Updated 9/5/17 TEY