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**UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL**

TITLE: Sole Source Procurement  
CATEGORY: Supply Chain Services  
APPROVER: Phil Profeta

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**I. PURPOSE:**

To provide criteria and procedures for non-competitive purchasing.

**II. SCOPE:**

**III. POLICY:**

Competitive Bids are required per policy BSJ015 Competitive Bids: <https://umshare.miami.edu/web/wda/policiesprocedures/Purchasing/PDF-Version/BSJ-015.pdf> Goods and services \$25,001 and up require competitive quotes. If competitive quotes are not obtained or the lowest bidder is not selected, a sole source justification must be attached. The Director of Purchasing may classify as sole source those items that meet any of the following criteria:

1. The brand, make or specifications are available only from one source or from the original manufacturer.
2. A different brand, make, or specifications would be incompatible with currently owned equipment, facilities or research in progress.
3. An emergency exists and the item is required immediately to avoid class delays, research interruptions, or could result in a hazard to property, faculty, students or employees.

**IV. DEFINITIONS:**

*Sole Source Procurement:* Purchase of goods and services from a vendor without competitive bidding by other vendors.

**V. PROCEDURE:**

1. When requesting a sole source designation, departments must have completed a purchase requisition and attach the Sole Source Justification Form signed by the authorized signatory or Principal Investigator.
2. Where funds are provided by a sponsored agency, written approval of the agency is also required for any capital requests.
3. The University of Miami is committed to maintaining a supply chain that reflects its commitment to diversity and inclusion. Departments are encouraged to include qualified

women and minority-owned enterprises in all bids, quotations, and/or proposals. The Business Development Program may be contacted for additional information, [www.miami.edu/bdp](http://www.miami.edu/bdp).

4. Final determination is to be made by the Executive Director of Purchasing in all sole source instances.