

## Sole Source Procurement

### Policy

Competitive procurement is prescribed by the Virginia Tech Policy as the preferred method to obtain goods and services. If competition is to be restricted, or not utilized, the facts and justification supporting this must be documented in detail. Advance approval by the Director of Procurement is required. Justification must be based upon unique technical or performance characteristics. Personal preferences for certain brands or products does not adequately justify limiting competition.

### Definitions

- Sole Source: This is a situation when a product or service is practicably available only from one source. Competitive procurement cannot be conducted. Of particular concern is ensuring that the pricing offered is fair and reasonable.
- Proprietary Specification: This restricts the acceptable products or services to one manufacturer or vendor. A common example would be a specification by brand name which excludes consideration of proposed "equals". Although all sole source specifications are proprietary, all proprietary specifications are not sole source. Proprietary items may be available from several distributors through competitive bidding; however, competition has been restricted to this group of suppliers.

### Key Points

- If a procurement is considered to be proprietary or sole source and is estimated to be above \$10,000, attach a completed Sole Source/Proprietary Procurement Request form to the HokieMart requisition.
- If the procurement is below \$10,000, neither competition nor the Sole Source/Proprietary Procurement Request form is required. Simply attach a note on the requisition stating that the procurement is a proprietary or sole source procurement.
- Click here to download the Sole Source/Proprietary Procurement Request form.  
[https://procurement.vt.edu/content/dam/procurement\\_vt\\_edu/forms/ssform.docm](https://procurement.vt.edu/content/dam/procurement_vt_edu/forms/ssform.docm)