

Los Angeles City College Administrative Services "How To" Book	Non-Competitive Procurement	VII D-5
How Do I Purchase From A Sole Source (Single Source) Vendor?		

A. Brief Description

Sole Source (Single Source) vendor implies that there is only one vendor capable of providing the products, goods or items. Any attempt to obtain quotations will result in a single vendor providing quotation for the goods or items.

The California law does not recognize single or sole source as a justification for a noncompetitive purchase of equipment, materials, supplies and services. Therefore, the Office of General Counsel frowns on sole source purchasing. No sole sourcing is allowed for bid purposes or when the amount in question is equal to or greater than the bid statutory limit (\$72,400.00).

B. How To

1. The following questions must be asked if purchasing from a sole source when the amount is equal to or greater than \$1000 (where three quotations are needed) but less than the statutory bid limit or \$72,400.00.
 - a) Are there alternative products from other suppliers that are comparable -in performance, features, quality, warranty, price and other key characteristics—to the desired name brand products?
 - b) For the name brand desired, are there multiple distributors or dealers that may sell the products at different prices?

If the answer to one of the questions is “yes”, purchasing from a sole source vendor is not applicable. Multiple quotes must be obtained.

2. If the response to both questions above is “NO”, sole source vendor purchasing may be applicable. The normal purchasing procedures may be adhered to except for the following.
 - a) There is no need for multiple quotations since the purchase is deemed sole source.
 - b) Sole source justification must be provided justifying that competition does not exist for the required products or services since there is no other competitor or provider of the products or services in question. A letter is normally requested from the provider of the products or services in question.
3. The sole source justification must be signed by the President or Vice President for which the purchase is contemplated and submitted to the College Procurement Specialist (CPS) for purchases equal to or greater than \$5000.00, but less than the

statutory bid limit; or to the campus Purchasing Department for purchases less than \$5000 but equal to or greater than \$1000.

4. The College Procurement Specialist or the Purchasing Department will respond in writing with one of the following actions:
 - a) Concur with the finding and authorize the purchase to proceed or
 - b) Non concur with the finding and direct the college to conduct a competitive process before making a purchase.
 - c) Once the sole source purchase is approved by the College Procurement Specialist or the campus Purchasing Department, it must also be reviewed by the District Office Purchasing Department. If the sole source justification is rejected, the college may appeal the decision to the Director of Business Services at the District Office.