

Procurement Helpful Tips

What is a Single/Sole Source?

A Single Source is a purchase(s) that are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available. Written justification from the department explaining why this is necessary is required.

A Sole Source is a non-competitive method of procurement used when only one-supplier possesses the unique ability or capability to meet the particular requirements of the entity or because only one supplier is practicably available. Written justification from the department explaining why only this supplier can fulfill the requirement is required. As well as a letter from the supplier proving they are the only firm that can provide the commodity/service.

Where to obtain the form: <http://intranet.leegov.com/ProcurementManagement/SitePages/Forms.aspx>

How to submit your single/sole source request, this link must be opened in Google Chrome:

<http://intranet.leegov.com/ProcurementManagement/SitePages/Single%20Sole%20Source.aspx>

Things to remember when submitting a single/sole source:

- Completely fill out the form as if you are bidding out, do not leave any area blank.
- Have the requesting department director sign it.
- Include all supporting documentation as a pdf file, e.g. quote/proposal, letter from manufacturer, etc.

If you have any concerns prior to submitting your request via the above portal, please email Mary Patterson at mpatterson@leegov.com for assistance.