

Tips from the Finance Office—December 2020

Sole Source

What is a Sole Source?

A Sole Source is an item or service that is only available from **one source**. A lower price, faster delivery time and/or preferring to do business with a company is not a valid reason for selecting a particular company.

When is a Sole Source Accepted?

Procurement can only accept a **true** Sole Source as justification to waive the bid requirements for purchases over \$75,000.

How do I prepare a Sole Source?

UF Purchasing requires completion of the [Sole Source Certification](#) form. Answers should be typed and all items should be answered thoroughly, in layman's terms and signed by PI. Do not leave any questions blank.

Guidance for completing the Sole Source Form:

- Use broad terms such as “other manufacturers” or “other products” in your descriptions. Do not state the specific name of vendor and/or item that you are comparing.
- Emphasize what makes this item unique and how these unique features will benefit your research.
- Provide additional quotes from other vendors. Purchasing requires documentation to support a similar product is not available from other sources.

For additional assistance, please check with the MSE Finance Office or refer to the provided links below.

Additional information: <https://procurement.ufl.edu/uf-departments/#sole> or UF Purchasing Directives: <https://procurement.ufl.edu/uf-departments/directives-procedures/>

This document may also be accessed online at <https://mse.ufl.edu/msene-procurement-tipsheets/>

MSE/NE Finance Office • email: finance@mse.ufl.edu

Virtual Drop-In Hours, Monday and Thursday, 9 am—11 am

Alisa Mountain: <https://ufl.zoom.us/my/amountain>

Ana Garcia: <https://ufl.zoom.us/j/6582615414>

or reach out to us schedule a Zoom meeting