

SINGLE SOURCE/SOLE SOURCE PURCHASING

Where there is no practical value to the District in soliciting competition for purchases subject to the bidding processes of Policy File DJC or Policy File DJF and where only one source is available, the purchase may be made without competitive or formal bidding. The Superintendent and/or Chief Financial Officer will evaluate each request and make a determination whether a sole source or single source purchase is appropriate based upon information provided by the building principal, department director, program director or coordinator.

Sole/Single

Sole source or single-source purchases are only permitted when adequate justification is presented for suspending the usual competitive or formal bidding. Sole source or single-source purchases of fifty thousand \$50,000.00 or more, will require Board approval prior to purchase unless a prior resolution of the Board authorizes the purchase.

Careful differentiation is required distinguishing between “single source” and “sole source.” If only one product will do the job, but that product is available from different vendors, a “sole source” purchase is not appropriate.

Single Source-Defined

Single source purchasing will be authorized when two or more vendors offer the purchases and the District selects one for compelling and justifiable reasons, eliminating the competitive or formal bidding. “Single” means “the one among others.”

Sole Source-Defined

Sole source purchasing will be authorized when there is only one vendor capable of supplying the purchases because of exclusive control of patents, copyrights, proprietary processes or similar circumstances. This may occur when purchases are specialized or unique in character. Written justification will be provided. “Sole” means “the one and only.”

Adopted 12/09/2019

Revised: 11/13/2023