Sole Source Issue

- **What makes something a sole source**
  A specific item or service that is one of a kind, has no equivalents, and is only available from one vendor

- **What is NOT a sole source**
  - Something deemed to be the “best” fit for a specific purpose (by going through a process to determine what is “best” you are actually conducting a procurement process)
  - Something that is a “really good deal” – a vendor giving a great price for a short time, or only has one item available that we won’t get if we don’t place a PO now.
  - Price, timing, or the “best” anything are not reasons for sole source

- **What makes a good sole source justification**
  A simple statement explaining
  1) What requirement you have
  2) Why the equipment or service must meet that requirement
  3) Why a particular piece of equipment or service is the ONLY one that can meet that requirement
  4) How you know it is only available from the one specific vendor

- **Tips for a good sole source justification**
  - Do NOT say “see attached”; you must write the justification in the space provided in the form in buyWays
  - Do NOT provide more details than required above; why it is a rush, why it is a good deal, or outlining specifications that are not unique to this purchase are irrelevant and should not be included
  - Do NOT use word such as “we selected,” “a committed chose,” or “better than ...”; these all suggest that an informal procurement process was used to select the product or service over another
  - DO highlight any requirements for compatibility with existing equipment (explain what we have and why our need must be compatible with it – then explain why it is the only compatible item); mention any ongoing research requirements
  - Note, that sole sources require the approval of the Procurement Director and Comptroller, in addition to any departmental, PI or VP approvals as necessary, so allow adequate processing time

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**Is there a Sole Source Form?**
YES! The form is located in the [Clemson Forms](#) section of buyWays. Click [clemson forms](#) on the buyWays home page.

The Sole Source form is required for a sole source purchase.

**Need assistance with buyWays?**
Send an email or call any member of the Procurement Staff. You will hear back from us within 24-hours.

**We want to hear from you!**
Your comments, suggestions and feedback help us make the buyWays solution better for you! Send email to the buyWays support team to: [cubuyways@clemson.edu](mailto:cubuyways@clemson.edu).

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For buyWays assistance, please contact the buyWays help desk at 656-5581 or send an email to [cubuyways@clemson.edu](mailto:cubuyways@clemson.edu).