**Policies and Special Requirements**:

**Definition of Sole Source**

A purchase to be made from only one responsible source when no other software, equipment, supplies or services are available to satisfy the user requirements, or, emergency circumstances which necessitate an unusual and compelling urgency in order to avoid a threat to health, welfare or safety.

Note that the most critical questions on the Sole Source Justification Form are located in Section 4. You must explain why the requested product or service cannot be procured through an open competition. Check all the boxes that apply which support your justification. Then in Section 5, identify the checked box from Section 4 and provide a written narrative of your supporting information. Be specific and include: reasons, unique product features, and the circumstances encountered during your sourcing effort.

**Documentation**

The University of Chicago Sole Source Justification & Approval form was developed to provide an acceptable level of documentation to demonstrate why the standard University policy of encouraging free and open competition could not be followed for a particular purchase. For all such purchases expected to have a value of $250,000 or more, this form must be completed by the initiator and submitted with the BuySite Requisition or [Procurement Project Review Request](https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=c8ad65241b25d010b2b80f6cdc4bcb18).

The University strongly encourages the use of free and open competition for all purchases. There are, however, limited and unique circumstances where this is not possible. To encourage that competition to be as free and open as possible, the University will consider a Sole Source to be:

1. Only one responsible source and no other software, supplies, equipment or services will satisfy the initiator’s minimum requirements or

2. Emergency circumstances which necessitate an unusual and compelling urgency in order to avoid a threat to health, welfare or safety.

3. The Federal awarding agency or pass-through entity expressly authorizes non-competitive proposals.

***Note***

*Effective July, 2018, the Sole Source Justification & Approval form was revised to align it with Uniform Guidance.*