

## JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES

A purchase of services which are clearly and legitimately limited to a single source of supply may be ordered without competitive bidding if one of these three criteria is met:

Special Features are required  
Special Market Conditions exist  
Special Services or Facilities are required

These criteria are established by statute and must be documented by a signed memo from end user of the requested services. Statute references: WAC 236-48-003(27) and WAC 236-48-005(3). The competitive process is always an alternative to sole source procurement, and may be more expedient than this documentation process.

### Memo Guidelines:

In a signed and dated memo, address these five points below to justify acquisition of services without competitive bids. This memo becomes part of official University records and is subject to review by auditor and public requests for information.

1. Scope of work: Describe the services and include a brief but specific description of the importance of these services for your operations.
2. Minimum requirements: Describe the unique experience or capabilities of the service provider.
3. Compatibility Issues: If original equipment manufacturer (OEM) services are required for warranty or preferred for expertise with their own equipment – document this here.
4. Market Analysis: List other potential sources for this type of service and note why each is unsatisfactory. If you believe there are no other sources, describe how you have come to this conclusion (e.g. list buyers guides consulted, refer to published research, name vendors contacted, list internet searches). Explain how the cost for the services has been determined to be “reasonable” since competition will not be used.
5. Recommended Acquisition: Name the recommended service provider and estimated cost of the proposed service. You may attach a preliminary quotation, however, please be aware that for the protection of the University the vendor may be asked to submit a formal quote on WSU forms.

Submit the memo attached to a departmental requisition for the services.