

Topic:

Sole Source

Reference or Contact: [Executive Director of Purchasing/Contract Services](#)

Selected purchases may be exempt from competitive procurement if they meet established criteria for a sole source purchase. Sole source items have no reasonable equivalent, and are, in fact, available from only one source; and a captive replacement or component part(s) for equipment repair. Sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.

It is required for the district to obtain and retain documentation from the vendor and the end user which clearly delineates the reasons which qualify the purchase to be made on a sole source basis.