

**Sole/Single Source of Supply:** Sole source and single source purchases are not permissible unless the materials, supplies, equipment, services and printing needs are available from only one supplier. A requirement for a particular propriety item does not justify sole or single source purchase if there is more than one potential bidder or supplier for that item. Single source purchase is permitted only when the goods and services are of such a unique nature that they cannot be acquired from any other source. The following are examples of circumstances that could necessitate sole/single source purchases:

- a. Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration.
- b. The item cannot be obtained through ordinary purchasing procedures and methods;
- c. The item is available from a spending unit or other institution with preference under the West Virginia code; and
- d. Where specific and unique items are called for on a grant or contract.

**Timeline for Processing:** Normal processing time is typically less than 2 weeks. However, if the vendor's contract contains terms and conditions that are in conflict with the State's terms and conditions and the vendor **does not** agree to sign the WV-96 it may take anywhere from four (4) to eight (8) weeks to process. Therefore, when planning your purchases please allow ample time for unexpected delays.

**Sole/Single Source Purchases over \$25,000:**

Required Paperwork	Comments
Requisition Form	<ul style="list-style-type: none"><li>• Include fund/org/account codes</li><li>• Department signature required</li></ul>
Vendor's Quote/Contract	<ul style="list-style-type: none"><li>• Vendor's signature is required</li><li>• The CPO or CFO will sign on behalf of the University</li></ul>
Sole/Single Source Justification	Must be completed and signed by the requesting department
Purchasing Affidavit	Vendor's signature is required and must be notarized as well
WV-96 (only needed if the vendor's quote/contract has terms and conditions that conflict with the state's terms and conditions)	<ul style="list-style-type: none"><li>• As a general rule, the vendor should sign first on any contract documents.</li><li>• If they refuse to sign the WV-96 Addendum, request that the vendor submit their objections and any proposed alternative language to you in writing, and forward it to Procurement along with all the contract documents.</li></ul>
W-9 (may be required if the vendor is not in our vendor file)	Form must be completed by the vendor and must be signed
WV-1a Form (may be required if the vendor is not registered with the state)	Form must be completed and signed by the vendor.