



Procedure 202-09 Sole Source and Emergency Procurement

Sponsor: Purchasing and Auxiliary Services

Purpose

Establish procedure for sole source and emergency procurements.

Definitions

Emergency: A threat to public health, welfare, or safety that threatens the functioning of government, the protection of property or the health or safety of people.

Sole Source: An acquisition where, after a search, only one supplier is determined to be reasonably available for the required product, service or construction item.

Procedure

Sole Source Procurement

The Purchasing Department may award a contract for a material, service, or construction item if it is determined that there is only one source for the required material, service, or construction item. Proper documentation will be filed, Pursuant to A.R.S. § 41-2536.

Sole source procurement will be avoided, except when no reasonable alternative exists. The Purchasing Department will require documentation from the requisitioning unit to justify why the technical characteristic(s) inherent in an item justifies preference over another brand that has similar qualities.

Final responsibility in determining whether an item is a proprietary item, and may be purchased from a sole source, rests with the Director of Purchasing and Auxiliary Services.

Emergency Procurement

The Purchasing Department may make, or authorize others to make, emergency purchases. Generally, emergency order procedures will not be used unless the savings realized by normal procurement practices would be offset by a corresponding or greater loss to the department as a result of the delay, pursuant to A.R.S. § 41-2537.

Failure to anticipate a need is not of itself considered a bona fide emergency.

To initiate an emergency requisition, the authorized person must submit an approved requisition, either in written form or through the College's financial system, to the Purchasing Department. The Purchasing Department will require documentation from the requisitioning unit, approved by the department head, justifying the need for any emergency purchase.

References

A.R.S. § 41-2536

A.R.S. § 41-2537

Procedure History

10/25/2019 New and Adopted by Executive Leadership Council

Legal Review

None (the contents of this procedure are substantially from state laws and procurement codes)