



Procurement:

CREATE A PROCUREMENT REQUEST – Sole Source



CREATE A PROCUREMENT REQUEST – Sole Source

1. Follow the steps above for Create a Procurement Request – Non-Catalog Goods or Service. When choosing the requisition type, choose Sole Source.

Create Requisition

Requester * X Katherine Rios ...

Company * X Collin College ...

Currency * X USD ...

Requisition Type X Sole Source ...

Deliver-To X Collin College > Collin Higher Education Center > Collin Higher Education Center > CHEC 363

Ship-To * X 3452 Spur 399 McKinney, TX 75069 United States of America

2. If the amount of the requisition is \$10,000 or more, a sole source questionnaire will be required after submitting. Click on Complete Questionnaire.

View Event Requisition: REQ-104248, Requester: Katherine Rios, Date: 01/27/2022, Amount: \$10,000.00

For REQ-104248

Overall Process Requisition: REQ-104248, Requester: Katherine Rios, Date: 01/27/2022, Amount: \$10,000.00

Overall Status In Progress

Due Date 02/10/2022

Calendars In Use Consecutive Days (No Calendars Selected)

My Actions Details Process

My Actions 1 Item

Awaiting Me	Due Date	Business Process	Subject
Complete Questionnaire	01/29/2022	Requisition: REQ-104248, Requester: Katherine Rios, Date: 01/27/2022, Amount: \$10,000.00	Requisition: REQ-104248, Requester: Katherine Rios, Date: 01/27/2022, Amount: \$10,000.00

3. Complete Form and add supporting documents.



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Complete Questionnaire 'Requisition Sole Source Form' for Requisition: REQ-104248, Requester: Katherine Rios, Date: 01/27/2022, Amount: \$10,000.00

Requisition Sole Source Form

This questionnaire must be completed with each requisition that provides for sole source (proprietary) acquisition of goods or services. Sole Source requests must be in compliance with the District's Sole Source Procurement Policy, found here: [Sole Source Procurement Policy](#). Additional information may be attached to the requisition for consideration by the Purchasing Department in determining the validity of a sole source request.

Sole Source Purchases

When a product/service can be provided by only one vendor and the dollar value exceeds \$10,000, or a grant specifies that justification is required, the department must provide sole source documentation to Purchasing as back-up. The Sole Source Justification Questionnaire is available in Workday as part of the Requisition form. When a requestor chooses Sole Source as their requisition type, the requestor will be required to complete and submit the sole source justification questionnaire as part of the purchase requisition. Requisitions that are submitted for sole source products/service using a requisition type other than a Sole Source will be returned to the requestor for correction. Once approved, the sole source justification will be available from within Workday to be referenced as backup to the Workday purchase requisition.

1. Unique Features: Specify the unique features or characteristics of the goods or services that are requested. (Required)

Special Needs: Briefly explain why the unique specifications restrict the requisition to one manufacturer or provider. (Required)

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Other Sources: State the reason or reasons why competing products are not satisfactory, e.g., a justification for the sole source (proprietary) acquisition. (Required)

I certify that the above statements are true and correct, to the best of my knowledge. I also certify that neither I, nor my family members will gain or receive any additional benefits because I have recommended that this acquisition be obtained solely from a designated vendor or contractor.

Use of this form in Workday will record Submitter (Requestor), Campus/Department, and Department Administrator (Organization Manager).

To be a bona fide exemption of the Texas Education Code purchasing law requirements there must be no other like items available for purchase that would serve the same purpose or function and only one price for the product because of exclusive distribution or marketing rights. The fact that a particular item is covered by a patent or copyright is but on factor in determining if the purchase falls under the sole source exemption to the purchase requirement. (Texas Education Code 44.031(j)(1)). (Required)

Yes

No

Please Submit Attachment

Drop files here

or

Select files

Submit

Save for Later

Cancel

Select files

4. Click Submit.