

SECTION 7: ACQUISITION PROCEDURES

SUBJECT: REPORTING OF SOLE SOURCE PROCUREMENTS PROCEDURE 7.4.7

POLICY: Sole source contracts awarded by the University with state-appropriated funds must be reported to the Department of Enterprise Services (DES), justified and made available for public inspection not less than ten working days before the proposed starting date of the contract, in accordance with RCW 39.26.140.

PROCEDURE: Sole source contracts above the direct buy limit of \$10,000 awarded with state-appropriated funds by the University must be reported to DES. Sole source contracts awarded with non-state-appropriated funds (which includes federal funds, local funds, endowments, gifts, etc.) by the University of Washington are **exempt** from reporting. Additionally, the following types of contracts are also **exempt** from reporting:

- 1) Qualified Master Contracts and Direct Buy procurements.
- 2) Qualified contracts with Community Rehabilitation Programs under RCW 39.26.230.
- 3) Original equipment manufacturer (OEM) maintenance service contracts and parts purchases when procured directly from the OEM.
- 4) Software maintenance and support services when procured from the proprietary owner of the software. The procurement of software maintenance and support from third party vendors is not exempt from this policy.
- 5) Contracts where the vendor is specifically required by a grant or legislation.
- 6) Expert witness contracts with the Attorney General's Office, or agencies with administrative adjudicative authority.
- 7) Contracts for medical, surgical and dental decisions made by medical professionals.
- 8) Contracts related to educational curriculum.
- 9) Contracts with Correctional Industries established under RCW 39.26.251.
- 10) Contracts related to collaborative research.
- 11) Interagency and interlocal agreements.
- 12) Contracts for services related to banking supervision.
- 13) Postal and postal service when not using consolidated mail.
- 14) Utilities such as garbage, heat, sewer, cable television, power, water, fire protection and recycle services.
- 15) Contracts and procurements related to professional development such as conferences, seminars, professional licenses and memberships, professional organizations, and professional publications.
- 16) Replacement or repair of rental equipment when required by the rental agreement.

Policy 7.4.7—Last Revised: 8/22/14

Reference: DES Policy #DES-140-00:

http://www.des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/Policies/Topic2_FinalSoleSourcePolicy.pdf

17) Contracts with in-state non-profit agencies for the blind under RCW 19.06.020.

Sole source contracts are typically awarded out of non-state-appropriated funds. However, sole source contracts of a type *not* listed above and funded more than 50% from state-appropriated budgets **must be reported to DES**. Such state-appropriated budgets will be identified on the purchase requisition as “state–appropriated funds” in the same location that federal grant and contract funds are currently identified on purchase requisitions.

For all sole source contracts awarded more than 50% out of the above budgets, complete the following steps:

1. Post a notice of intent to award a sole source contract on WEBS for at least 5 working days. The justification must include:
 - a. A description of the purpose and scope of the contract.
 - b. The criteria or rationale justifying the sole source contract.
 - c. The name of the prospective contractor.
 - d. The projected contract value.
 - e. The period of performance, including options for extensions.
 - f. Process for vendor inquiries or responses, including timelines and requirements.
2. At least 10 working days prior to the date the contract is scheduled to commence, access [DES Sole Source Contract Database \(SSCD\)](#) and complete the sole source justification questionnaire, submit evidence documenting that the sole source opportunity has been posed on WEBS and upload a copy of the contract.
3. At least 10 working days prior to the date the contract is scheduled to commence, post directions for obtaining a copy of the sole source contract on the University of Washington Procurement Services Supplier Information website. This posting is required to enable the public to view the contract.
4. Print a copy of the webpage. Notice of Intent to Sole Source will not print if the webpage is simply printed. Instead, hold down the “alt” key and hit the “print screen” key while on the appropriate webpage. This will save a copy of the screen and copy the image to the clipboard. Paste the image in a word document, check to make sure the posted date is visible, and print the document for the record.
5. Postings will be archived at <https://f2.washington.edu/fm/ps/intranet/news-info/sole-source-archive>

The above periods for posting to WEBS, submitting to DES and posting on a UW website may run concurrently.

All substantive amendments to sole source contracts awarded with state-appropriated funds must be filed with DES and receive approval. Amendments need not be posted to WEBS or be posted to a University website for 10 days for public inspection.

Policy 7.4.7—Last Revised: 8/22/14

Reference: DES Policy #DES-140-00:

http://www.des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/Policies/Topic2_FinalSolSourcePolicy.pdf