



CITY OF VANCOUVER
Policies and Procedures

Title: Sole Source Procurement Policy	
Policy and Procedure Number: COV-300-010	Supersedes (Number and Title): Sole Source Procurements dated 9/15/16
Scope (Identify "citywide" or the affected department(s) and, optionally, the department's division(s)): Citywide	
Effective Date: September 1, 2023	Approved by (Name, Title and Signature): Natasha Ramras, Chief Financial Officer

DocuSigned by:
Natasha Ramras
BCF8734E40E94AE

Purpose:

The purpose of this Policy is to establish an efficient and effective approval process for sole source procurements in order to expedite and streamline these purchases in a manner consistent with RCW and the City of Vancouver Municipal Code (VMC).

Table of Contents:

[1.0 Definitions](#)

[4.0 Request Process](#)

[2.0 General Conditions](#)

[5.0 Thresholds](#)

[3.0 Approval](#)

[6.0 References](#)

1.0 Definitions

Requestor – The individual in the department requesting the sole source.

Sole Source – A supplier, contractor, or consultant providing goods, services, and/or technical expertise of such a unique nature that the supplier, contractor, or consultant is clearly and justifiably the only practicable source to provide goods, services, and/or technical expertise.

2.0 Policy

It is the City policy that sole source procurements may be made directly from a sole source vendor without soliciting bids or quotes in circumstances where:

- a) There is clearly and legitimately only one source capable of supplying the submit matter
- b) There are special facilities or market conditions that result in only one source
- c) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals

The sole source procurement approval only waives the competitive procurement process. All contracting processes are still required. These processes include, but not limited to:

- Business Licenses (State of WA and City of Vancouver)
- Insurance Certificates (contact Risk Division for details or assistance)
- Filing of Intent to Pay Prevailing Wages and Affidavit of Wages Paid with L&I
- Payment and/or Performance Bond
- Retainage of Payment to Contractor



CITY OF VANCOUVER Policies and Procedures

3.0 Approval

For sole source procurement values of less than \$300,000 the FMS Director or designate can approve the sole source request.

For sole source procurement exceeding \$300,000 City Council is required to approve the sole source request. Prior to a department submitting a sole source request over \$300,000 to Council the department must receive confirmation of the request being compliant with City policy from Procurement staff.

A sole source procurement approval is valid for a maximum of two (2) years from the requested date, unless waived by the FMS Department Director.

4.0 Request Process

When a department determines that a sole source is required they should complete the Sole Source Justification form. Information provided on the form should include:

- a) Name of the proposed supplier
- b) Amount spent to date with the supplier for the requested item
- c) Estimated cost of goods or services going forward
- d) Justification for the sole source
- e) Description of the goods or services
- f) The specific features necessary that make the purchase a sole source
- g) A determination on price reasonableness

After the form has been thoroughly completed and signed by the Requestor and the department manager/director the form should be sent to Procurement for review.

To ensure open and fair competition Procurement will post to the eProcurement software an Intent to Award sole source for a minimum of three days while reviewing the sole source request. Notification will be sent to suppliers, consultants, and contractors in the applicable area of expertise to allow them time to provide information about available products in the market that may meet the needs of the City.

Procurement will indicate on the form whether or not they support the request. In the event that Procurement staff has concerns regarding the request, Procurement staff will work with the Requestor to obtain additional information. Following the review by Procurement staff, the FMS Department Director or designate will review and, if acceptable, approve the request; if the contract may exceed \$300,000 the department will be requested to create and submit a staff report for Council review and approval.

Immediately following award of a sole source contract, the contract and the factual basis for the sole source procurement must be recorded and open to public inspection (RCW 39.04.280(2)(a)). The factual basis must include reasons the City needs these unique features and/or benefits and what the City has done to determine that these features and/or benefits are not available from any other source. Recording and open to public inspection of the contract and the factual basis for the sole source procurement may be by written report of the factual basis to the city manager



CITY OF VANCOUVER
Policies and Procedures

and city council, posting the contract and the factual basis for the sole source procurement on the city website, or such other means as is practicable under the circumstance.

5.0 Thresholds

A sole source procurement approval is needed only if the total contract value exceeds the threshold where a competitive process is required.

Type of Purchase	Requires Sole Source Procurement Approval
Supplies, Materials, or Equipment	Exceeds \$10,000
Professional/Consulting Services	Exceeds \$50,000
A&E Services	All Amounts
Small Works or Public Works	All Amounts

6.0 References

RCW 35.22.280 – Specific powers enumerated (first class cities)
 RCW 39.04.280 – Competitive bidding requirements – Exemptions
 City Charter Section 11.07 – Personal Interest
 VMC 3.05.040(1) – Special Market Conditions