



Ohio Administrative Code Rule 3344-65-23 Sole source procurement.

Effective: October 10, 2016

(A) Under unusual and infrequent circumstances, purchasing services is authorized to purchase goods without competitive bidding as a sole source purchase.

(B) A sole source purchase is an order for a commodity that can only be purchased from one supplier, usually because of its technology or its proprietary and unique nature.

(C) In the event that an item is considered for sole source purchase by the purchaser, a waiver of competitive bidding form must be completed in MagnusMart. A written explanation is required with the waiver of competitive bidding form stating the reasons that a sole source purchase is justified, including a list of all vendors who have been contacted in an effort to find a compatible item.

Services are considered sole source purchases only under the rarest of circumstances and requests shall be subject to additional scrutiny by the office of general counsel.
