



Arecibo Observatory

Office of the Director

SUBJECT: Contracts with no price competition	Effective Date: 04-30-2020	Policy Number: AO-POPR27
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	Responsible Authority: Support Operations Manager	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

APPLICABILITY/ACCOUNTABILITY

This policy applies to all procurements for supplies and/or services in excess of the simplified acquisition threshold at the Arecibo Observatory.

GENERAL POLICY

Establish the requirements for procurements with no price competition and source sole selection of goods and services at Arecibo Observatory.

DEFINITIONS

1. **Source Sole Justification:** An explanation given as to why company or individual is the only one that can fulfill a requirement for products or services.

POLICY STATEMENT

The Arecibo Observatory (AO) Procurement Office will follow applicable YEI Corporate guidelines when implementing the simplified acquisition threshold established. All procurements in excess of \$3,000.00 will be competed unless a sole source is the only alternative available.

PROCEDURES

1. All purchases in excess of \$3,000.00 that do not require competition must have a valid justification.
2. Requestor should initiate a Sole Source Justification (SSJ) Form. (See SSJ Form)
3. Requestor should select the reason why a particular vendor offers the goods or services.
4. Requestor should explain in detail why a particular vendor is the only source available. Provide a synopsis of the project.
5. Requestor should document research performed.
6. Only a manufacturer can be a single source of a product. Single sourcing a distributor, such as McMaster Carr, Grainger, Graybar, etc., of product is not an acceptable single source situation.
7. Requestor should sign SSJ form and forward to the Procurement Manager for review and approval.
8. Procurement Manager will forward to the appropriate channels for approval.
9. Approved SSJs are forwarded to the Purchasing Agent for processing in accordance with AO-SUP-01 Procurement Policies and Procedures.

Please note, that any AO/UCF sole source purchases are made by FSI and will follow UCF policy/procedures (<https://procurement.ucf.edu/guidelines-procedures/>).

REFERENCES

(900-012) Sole
Source Justification Form

Sole Source Justification Form

University of Central Florida Procurement Guidelines:
<https://procurement.ucf.edu/guidelines-procedures/>

CONTACTS

Support Operations Manager, ext. 257

AO-POPR27 Contracts with no price competition

Yang Enterprises Corporate Office, 407-365-7374

INITIATING AUTHORITY

Director of the Arecibo Observatory

POLICY APPROVAL

(For use by the Office of the Director)

Policy Number: AO-POPR27 Contracts with no price competition

Initiating Authority: _____

Date: _____

Principal Investigator: _____

Date: _____

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