Department submits a Requisition

Sole Source Form will be reviewed by the Purchasing Department for:
1. Are all signatures affixed
2. Completion of Sole Source substantiation
3. Receipt of email from vendor on company letterhead documenting "Why it's a Sole Source" (No handwritten forms are accepted)

Purchasing Buying staff assigns a P.O.# to the Sole Source Form and then signs it

Electronic Posting Steps

Assistant Director coordinates delivery of documents and gives copies of documents to Emily Font/Crystal Ortiz to post for 72 rolling hours on the Purchasing website

After 72 rolling hours Emily Font/Crystal Ortiz removes posting from website. Printouts of the initial web posting and removal are submitted to the Senior Secretary for logging in and filing

Was it approved as a Sole Source?

YES

NO

The Sole Source documents are submitted to the Executive Director for review and signature

Sole Source documentation is given to the Executive Director for their review and approval

Was it approved as a Sole Source?

YES

END

NO

Sole Source Request is rejected and returned to the end-user to begin the Competitive Solicitation process

Purchasing Buying staff assigns a P.O.# to the Sole Source Form and then signs it

Contract Intake Form and a copy of all the Sole Source Documentation is submitted to the Contract Monitor for contract review process

Link to Contract Process Flowchart below: http://finance.fiu.edu/purchasing/2purchasing_procedures.html

A

B

C

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