



Department of Procurement and Business Services
Procurement Month 2024 Training
March 20, 2024



What are Solicitations any order over \$75,000.00

Bid (RFB)

- Bid solicitation is to request for a bid package from Vendors for a item(s) or contract.
- Samples are Research Camera and Printing Brochures.

Proposal (RFP)

- Proposal solicitation is a stage of the business buying process in which the buyer invites qualified suppliers to submit proposal.
- A Sample is Maintenance Services to the University

Sole Source

- Sole Source procurement refers to the process of acquiring goods or services that are unique to a particular vendor. This means that the vendor is the only one capable of supplying the required commodity or service.

Solicitation

- What is the difference between the RFB and RFP?
 - ❖ A RFB is a straightforward price offered for a product or service.
 - ❖ A RFP highlights the bidder's value proposition and convinces the Department how and why their offer is the best.
- Create a RFB or RFP by following these steps: Department needs (equipment or service), create your information on your needs, and share the final document specifications with Procurement.
- The specifications for your bid or proposals are added to the Bid or the Proposal template.
- Will be emailed back to the Department for Approval. After it is approved.
- RFB or RFP will be posted on the BidNet Direct website for two weeks for RFB and three weeks for RFP.



Sole Source

A Sole Source Justification is a document that explains why a certain vendor or contractor should be chosen for a project even though they didn't have to go through a bidding process.

Sole Source

The University of Alabama in Huntsville

Sole Source Justification

Requirements

Section 41-16-20 of the Alabama Code Federal requirements of the Office of Management Budget (OMB circular A110 & A133) mandates that all contracts of whatever nature for labor, services or work or for the purchase or lease of materials, equipment, supplies or other personal property, involving \$75,000.00 or more made on behalf of the University of Alabama in Huntsville be let by free and open competitive bidding by sealed bids. However, in rare and unusual cases the Associate Vice President of Finance & Business Services or the Director of Procurement & Business Services may waive the competitive bid process and approve a sole source purchase. Completion of this sole source justification form is required for appropriate review.

Definition

Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. Written Justification must be provided. 'Sole' means 'the one and only'.

Sole Source Justification

The declaration of a "sole source" purchase must be exercised judicially and always with good faith. The goods or services "uniqueness" alone cannot qualify the producer or supplier of the good or service as a "sole service" of a good or service under Alabama's competitive bidding laws.

A Sole Source Justification must show that an equitable evaluation of comparable products has been made and that rejection of unsuitable products is based on technical deficiencies or a combination of other reasons. In cases where no other comparable source is known, whether at the manufacturer or distributor level, technical description of the product must be provided which is adequate to allow Procurement to make a thorough search and evaluation. It is important to remember that a sole source justification cannot be based on quality or price, since quality is subjective and price must be evaluated via competitive bidding.

If any of the exception(s) below describe the reasoning for this purchase, thus eliminating competition, proceed to complete the Sole Source Justification:

Product or service is unique
Available from only one sole source
Compatibility of equipment or supplies (list equipment)
Item specifically required for use in conjunction with grant or contract
Requirement is of a proprietary nature

Approximately five business days are required to evaluate and process a sole source request. You are asked to consider this when submitting a request, and allow sufficient time prior to deadlines (quote expiration, grant expiration, etc.) for the sole source request to be evaluated.

[Sole Source Justification Form](#) (PDF fillable format)

Sole Source Determined by Procurement

According to Section 41-16-51 of the Alabama Code, the University is required to obtain all material, equipment, supplies, and services through competitive means whenever possible. Procurement may permit sole source purchases if the requestor can provide sufficient justification for their use.

The reasonableness of sole source purchases is determined by Procurement after evaluating the requestor's research, assessment, and documentation of alternative supply sources. If similar products are rejected, it must be solely because they fail to meet specific and necessary specifications. If the requestor is unable to find another supplier for a similar product, they must provide documentation that they have made a good-faith effort to look for other sources. The evidence must include a list of the unique technical specifications required for the product and the potential companies that were contacted during their search for alternative sources. Procurement may use this information to conduct its own market search. Sole source justification cannot be based on quality or price. Quality is a subjective evaluation based on opinion, and price considerations must be evaluated through competitive bidding under public procurement law.



Sole Source Justification form

The University of Alabama in Huntsville
Procurement Services
**Request for
Sole Source Justification**

Requisition No. _____

VENDOR NAME & ADDRESS _____ **TELEPHONE NO.** _____

ITEM DESCRIPTION:

JUSTIFICATION FOR SOLE SOURCE PROCUREMENT:

Use the following information as a guideline to support your sole/single source justification. In detail in the space provided, address the questions pertaining to your equipment. Submit this completed form, written quotes, and any other pertinent documentation as an attachment to the purchase requisition.

1. Does the product have special design and/or performance features, which are essential to your needs, such as unique capabilities, size constraints, portability, or instrument response time? *If yes, list the technical reasons for requesting the purchase of a specific brand, type or vendor of equipment, services, or supplies.*

2. List comparable products/services and the reasons why they are not acceptable. Give vendor name, telephone number, model/catalog number, price and reason for rejection.

Continued on next page



Sole Source Justification form

3. Is the requested item(s) an integral repair or replacement part/accessory compatible with existing equipment and available from the requested source only? If yes, list the existing equipment, manufacturer, model number and serial number.

4. Is the requested item(s) essential in maintaining experiment continuity? *If yes, explain and specify how the purchase of other goods or services would jeopardize research.*

5. Explain in detail any additional determining factors that make this product unique. Attach any documents to support your statements.

6. Determination that anticipated cost will be fair and reasonable.

As the Principal Investigator, I certify that the above information is true and current to the best of my knowledge.

Signature of Principal Investigator Date

Signature of Director/Department Chairperson/Dean Date

Associate Vice President, Finance & Business Services or Director, Procurement & Business Services Date

Note: No Sole Source documentation will be approved without this official form including signatures by the appropriate officials.

Revised 3-14



How to help your Vendor on BidNet Direct Registration

The screenshot shows the BidNet Direct website interface. At the top left is the logo "bidnet direct. government procurement". The navigation menu includes "Bid Search", "Participating Agencies", "Purchasing Groups", "Vendor Solutions", and "Buyer Solutions". On the right side of the header, there are "Login" and "Vendor Registration" buttons. A large red arrow points from the right edge of the slide to the "Vendor Registration" button, with the text "Click to Register" written inside the arrow. Below the navigation is a dark blue banner with the text "Get ready for the Infrastructure Plan & Stimulus Funding. Learn & Prepare. →". The main content area features a background image of a city street with the text "Find government bids matching your business." and a search bar labeled "Search by Keywords or Bid Title". Below the search bar are "Popular searches" for Construction, Education Services, Health Services, Security Services, and Printing. A section titled "Grow Your Government Business" follows, with the subtext "Get instant access and email alerts to matched government bid opportunities by category and location - saving you time and resources." Below this are five icons representing features: "Receive Targeted Bids" (target icon), "Get Automatic Notification" (envelope icon), "Select Bids by State" (US map icon), "Save Time" (alarm clock icon), and "Easy to Use" (document with smiley icon).

Bidnet Direct to Improve Visibility and Participation

In an effort to improve visibility and participation, the University of Alabama in Huntsville has joined the Alabama Purchasing Group to solicit bids from vendors.

This system will provide you with convenient online access to our bid information, plus other agencies in Alabama, and allow you to submit your responses electronically!

It's easy to participate. Simply visit us on the Alabama Purchasing Group website at bidnetdirect.com/alabama/universityofalabamainhuntsville, and click on the link to complete your registration. If you are already registered as a vendor on this system, you do not need to register again.

To register at no charge, simply follow the registration path and select the "Limited" package, select **"Alabama" for your state**, enter your information, **toggle the advertising option to OFF**, and select **"Finalize the registration"**. You will receive notifications of matching solicitations and addenda even when selecting the Free, Limited Access package. Access option which will provide you with automatic e-mail notification at no charge. This option will alert you anytime you match with new bid opportunities from the University of Alabama in Huntsville and any other participating agencies.

To receive additional bid opportunities Statewide or from other Purchasing Groups, select one of the other registration options or call the bidnet direct Support Team at 800-835-4603, Option 2 for assistance. We welcome your participation and look forward to doing business together!



Registration for vendors

BidNet Direct fact sheet (this explains the registration options for vendors and has support information if the vendor needs any help)

Vendor Registration Guide (this will walk the vendors through the registration process)

These are the two items you can edit and let me know once they are approved.

Vendor Letter that will be emailed to your current vendor list (feel free to make any edits you'd like and send back to me or let me know the current version is approved)

Press Release - feel free to edit this as well and send back or let me know the current version is approved. There is a quote -this is just in there as a placeholder unless that's what you'd like to use.

