

New Sole Source Policy

Procurement & Payment Services is pleased to announce a new Sole Source Policy (SSP), ("[Policy](#)") effective July 25, 2023. To safeguard University resources, goods and services must be acquired using a competitive selection process among potential suppliers to the maximum practical extent subject to quality, price, and performance requirements. When competition is not available or limited, the decision must be documented. The Policy lays out how the University documents these decisions. New workflow queues have been implemented in the BuyLU Requisition Form to guide users through the new requirements.

New Requirements

- The Sole Source Justification Form ([SSJF](#)) is now required for sole source purchases exceeding \$10,000.
- The SSJF replaces the Sole Source Non-catalog Requisition process
- The SSJF must be submitted in BuyLU along with the Non-catalog Requisition.
- The justification must be supported by market research and comply with the Sole Source Justification Criteria as described in the Policy.

We are committed to maintaining a healthy vendor base that meets the University's present and future needs. The new Sole Source Policy facilitates healthy competition while increasing the efficiency of the Procurement process.

Thank you for partnering with us to maintain good stewardship of the University's finances and resources. For more information, visit the [Procurement & Payment Services website](#). For any questions or clarification about the new policy, please contact us by email at procurement@liberty.edu or by phone at 592-3012.

Procurement & Payment Services

(434) 582-3216



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