

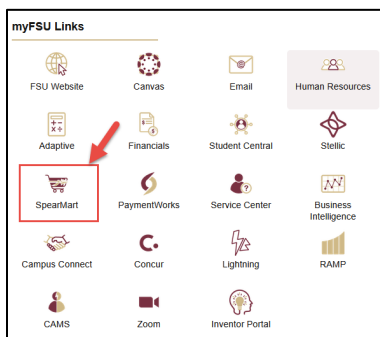
Overview

This Job Aid will discuss how to make a purchase as a sole source using one of the following forms from within SpearMart:

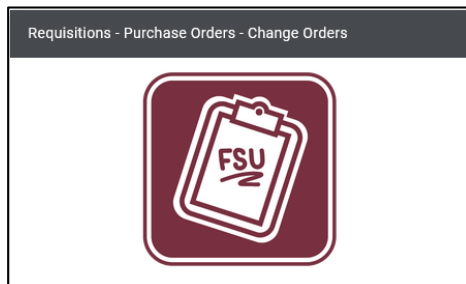
- **Non-Catalog Request** - (for products or services)
- **Services Request - Fixed** (paying supplier a fixed \$ amount - complete the Sole Source Section)
- **Services Request - Variable** (paying supplier a rate [\$ /hr or \$ /day etc.] - complete the Sole Source Section)
- **Software Request** (for software - complete the Sole Source Section)

For specific details on what qualifies as sole source as well as Sole Source procedures, see [Sole Source Exemption](#).

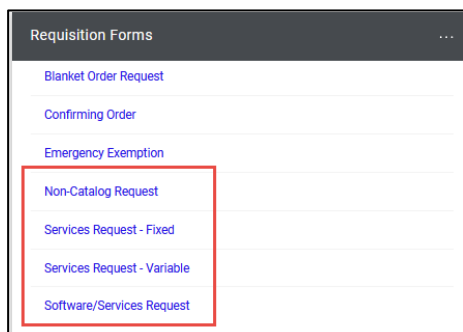
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



To access the Forms Section, click on the Requisitions – Purchase Orders – Change Orders icon is located on the SpearMart Shopping Homepage.



From there, you can choose the form most appropriate to your purchase.



After you have completed the first sections of any of the applicable forms outlined above, if the product/service is a Sole Source, you will select “Yes.” From there, read the information and attach the required form as noted below:

Is this a Sole Source? ★

☐ Yes
 ☐ No

If Yes above, please complete the Sole Source Section below.

SOLE SOURCE SECTION

Sole Source Information

A sole source is used when only one supplier can provide the required commodity or service and there is only one commodity or service that meets the procurement need. There are no substitutes, alternates, equivalents, or resellers available in the marketplace. The Department is responsible for providing Procurement Services with a detailed justification and may require additional documentation to approve the sole source purchase. Procurement Services will review in accordance with applicable Florida State University and Federal guidelines. Sole sources \$150K and above must be publicly posted by Procurement Services for three business days. Note: Best capabilities, lowest cost, funding expiring, and a written justification/letter provided by the vendor are not valid sole source justifications. **Departments shall attach a completed copy of the [Sole Source Exemption Form](#) as an attachment to the requisition. Please contact Procurement Services for additional information and/or questions.**

Sole Source Exemption Form

ATTACHMENT AREA SECTION

Please attach all items requested in the sections above and any other supplemental documentation you feel is relevant to this form.

Internal Attachments [Add](#)

When the form is completed, scroll to the top of the page and select, “Add and go to Cart”.

Close

Add And Go To Cart

Once you have clicked “Add and Go to Cart”, you will see the below screen. You can now either click “Assign Cart” to assign the cart to your departmental requested or “Proceed to Checkout” to add the accounting details to the requisition. For more information on assigning or submitting carts, see the job aids titled, “**Assigning Your Shopping Cart**” or “**Completing a Requisition**”.

Shopping Cart • 221445518

Return Cart

Assign Cart

Proceed To Checkout

Go to: [Non-Catalog Request](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Summary →