Sole Source Determinations

What is its Purpose?
The purpose of a sole source determination is to procure goods and/or services that no other entity can provide. In other words, the service that the vendor offers is so unique that no one else can make it, do it or sale it. In some cases the vendor has proprietary code that others have to obtain permission to access. To make sure that there is only a single provider of the service, it is suggested that you “Google” what you are interested in on the web and call vendors for clarification. You would be surprised how helpful they can be. While this is not a complicated process, Procurement must ensure that the appropriate procurement method is being used to ensure competition. THAT’S THE LAW!!!!!!

When Should a Sole Source be used?
If you know that the vendor is the only one that can build a certain type of equipment or an individual belongs to a small unique group of people who posse a very rare and specialized skill, those types of examples would qualify as a sole source. However, when in doubt, give Procurement a call. Any buyer can help you with questions that you may have. You can also consult MSU’s Policies and Procedures Manual which is on MSU’s Web; the link is provided below. By the way, we are updating the manual to include areas that will better enhance one’s understanding of the procurement process. We don’t want to find ourselves in a position where excessive use of this methodology becomes an audit issue because we are not using the appropriate procurement process.

Where can you get the Form?
Give Procurement a call (ext. 3074) and we will email you a copy. Also, you can access the form from the Faculty and Staff link on MSU’s Web page by selecting Online Forms. Hope this information is helpful.

Key Reminders

- **Small Solicitations** (less than $2,500) are to have two quotes and maintained by the end user. The quotes should appear on the BB4 form that is submitted for processing. For more information, see “Putting Together the Pieces” which can be found on MSU’s Web; this link is listed below.

- **Banner Training** is held every 3rd Tuesday of the month for individuals who are new to the system or require refresher training. For more information, contact Miracle Banks at ext. 1514.

- **When completing requisitions** in Self Service Banner, the vendor’s field must be completed. While it is not a required field, Procurement cannot turn the requisition into a purchase order without this information. If a vendor’s identification number is needed, the vendor’s
official name, address and Fein/or social security number is to be provided to Constantine Hill ext. 3353 so that the vendor can be set up in Banner. Once you receive the identification number, you should then place the requisition in Banner.

- **Minority Business Enterprise (MBE)** – in order for MSU to meet its MBE goal of 25%, we strongly encourage you to use MBE certified vendors to procure goods and services. Specifically, when buying supplies, paper, computers, etc., it is important that you consider these entrepreneurs. While we know that the price of doing business with this group of vendors will cost you a few more cents, it is the right thing to do and it helps to foster competition among this group of vendors. For a listing of MBE vendors, please be in contact with Procurement (ext. 3074).

- When **increasing your purchase order**, it must be opened in Banner and an email sent to Procurement requesting the change. Without notification and the appropriate information stated on the request as to the purchase order to be effected, dollar amount and any other information that would be relevant, the change cannot be made.

- **Vendor Agreements** must be submitted for review and approval by the Office of the General Counsel. Once the agreement has been accepted by the vendor with changes (if applicable), it can only be signed by the President or his designee (Vice President of Finance and Management) as outlined in the MSU Procurement Policies and Procedures Manual.

---

**MBE & SBR Goals**

In 1978, Maryland’s General Assembly created the Minority Business Enterprise (MBE) Program. This program ensures that socially and economically disadvantaged small business owners are provided state contracting opportunities. The annual state goal for MBE participation in procurements and contracts is 25%. As of March 2013, Morgan State University has a MBE Participation of 21.84%. Upon the completion of several projects within this fiscal year, we anticipate meeting or exceeding our 25% MBE goal.

Created in 2004, the Small Business Reserve (SBR) Program gives small businesses the opportunity to participate as prime contractors on state contracts along with larger, more established companies. Some solicitations are published as “SBR Only,” in which case the award can only go to a registered SBR vendor. The state goal for SBR Participation is 10% annually. The University’s participation through March 2013 is 10.28%.
Construction Unit

Who we are

Juanita Singletary Jones
Construction Contracts Manager

Cynthia Cureton, CPP
Buyer, III

Hambisa Belina
Buyer

Selina Adger
Construction Procurement Assistant

What we do

The Construction Unit is responsible for soliciting for the design and construction of a wide range of University improvements totaling millions of dollars annually. We are committed to the fair and competitive selection of design consultants, construction contractors, commissioning agents, renovation and maintenance contractors.

Hambisa Belina joined the Procurement and Property Control staff in 2008, where he held the position of Financial Manager. In 2011, he joined the Construction unit of Procurement. As a Buyer, he is responsible for the procurement of maintenance, renovation and construction related projects campus wide.

Mr. Belina was born and raised in West Oromia, Ethiopia. He received his BA in Accounting from University of Asmara and MS in Information Science from Addis Ababa University. He also holds a Masters of Divinity from Lutheran Theological Seminary at Gettysburg. In 2010, he was ordained as a Minister. Mr. Belina is the founder of Aarssa Kakuu Haaraa New Covenant Ministries.

The Procurement and Property Control Department is proud to announce that Mr. Belina will be receiving his MBA from MSU this spring. In addition, he has been inducted into the Beta Gamma Sigma, the international honor society serving business programs accredited by AACSB International, by invitation of the School of Business and Management. Membership in Beta Gamma Sigma is the highest recognition a business student anywhere in the world can receive in a business program accredited by AACSB International.

We salute Mr. Belina on his many accomplishments!