



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Purchasing
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Sole Source Purchases

Policy:

Some items/services cannot be competitively purchased due to their sole source nature. In such a case, the unique characteristics of the product or service must be clearly described. In addition, it must be documented that an exhaustive search revealed that no comparable alternative exists in the marketplace. The related documentation should be provided to the Purchasing Department on the justification letter answering the questions for a sole source. If an item/service is available from the manufacturer and/or multiple distributors, the purchase would not be approved as a sole source.

Prior to claiming an item is a single (sole) source procurement, we are now required to post a notice of a proposed sole source procurement on a state website for 14 days. In addition, we are required to advertise such notice in a newspaper, once each week for two consecutive weeks. The notice must contain certain information as prescribed by law and state requirements. The notice also must provide a procedure to follow for anyone that objects to the purchase.

Each type of request (Sole Source, Research, etc.) will require Purchasing to request the authority to purchase (known as a P-1) from the Mississippi Department of Finance and Administration's (DFA) Office of Purchasing and Travel (OPT).