



# State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-C-13
		Effective 4-1-02
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 2-1-00
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### III. Procedure for sole source negotiation:

#### A. The agency prepares and submits the following documents to the State Bureau of Procurement:

1. A Request for Purchasing Approval/Authority (RPA) form that identifies the sole source and includes a proposed contract, when more than a purchase order will be used. For sole source requests, over \$25,000, the RPA form will contain the signature of the agency head, deputy, chancellor or vice chancellor.
2. A justification letter, signed by the agency head or designee, that includes:
  - a. A description of the product or service and why it is needed;
  - b. A demonstration that only one source exists;
  - c. A statement showing that the price is reasonable either on a fair market value or on a cost basis; and
  - d. A statement indicating that the procurement is in the best interests of the state.

See [PRO-I-4](#), Justification of Need, for additional information required when contracting for services.
3. Names, telephone numbers, and/or copies of correspondence to verify that current sources were contacted to support the sole source claim.
4. A copy of the price quotation from the sole source vendor.

Authorized:



Director  
State Bureau of Procurement

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- B. The State Bureau of Procurement receives the RPA package and follows the established review and approval procedure. All incomplete packages will be returned to the agency.
- C. If approved, the State Bureau of Procurement issues an RPA contract number that permits the agency to proceed directly with the issuance of the contract, unless otherwise stipulated.
- D. Specifications presented to the potential supplier must correspond to the specifications that appear in any resulting contract.
- E. When the cost of purchase is expected to be over \$25,000, the agency places a legal notice in the legal notices column of the official state newspaper once each week for a minimum of two weeks. This may be done prior to obtaining RPA approval from the State Bureau of Procurement. However, the contract may not be awarded or the purchase order issued until approval is obtained from the Bureau. See [PRO-C-6](#), Legal Notice.

## IV. Recordkeeping

- A. Documentation of all sole source procurements is required including the following:
  - 1. Justification for waiver of bidding including information to show only one source exists, that the price is reasonable either on a fair market value or cost basis, and the procurement is in the best interests of the state.
  - 2. Names, telephone numbers, and/or copies of correspondence to verify that current sources were contacted to support the sole source claim.
  - 3. A copy of the price quotation from the sole source vendor.
  - 4. A copy of any notice published to advertise the procurement.

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5. Authorization of the procurement by the State Bureau of Procurement and/or agency official responsible for the transaction.
6. A copy of the contract and/or purchase order.

V. [PRO-C-13](#) does not apply to the purchase of stationery and printing. See [PRO-C-18](#), Bidding of Printing Procurements.

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