



Sole Source Procurement Checklist

In order to initiate a sole source procurement, these steps are taken:

- 1) Determine that only one source exists for the goods or services to be procured.

Sole source procurements of commodities and services are those procurements which, by virtue of the performance specification, are available only from a single source and cannot be competitively procured. Brand name or design specifications are not sufficient justifications for sole source procurements.

If there is more than one source from which the goods or services could possibly be procured but it is determined that normal competitive bidding processes are not in the best interest of the State for a given situation, refer to the *Special Procurement Policy* found at:

<http://www.dfa.arkansas.gov/offices/procurement/guidelines/Pages/default.aspx>

- 2) Write a letter of justification per the *Sole Source Justification Guidelines* found at:

<http://www.dfa.arkansas.gov/offices/procurement/guidelines/Pages/default.aspx>

- 3) AASIS using agencies

- a. Create a purchase requisition for the procurement but do not release the requisition.
- b. Submit the letter of justification and a copy of the requisition to the Director of the DFA-Office of State Procurement
- c. Upon receipt of written approval of the request, attach the approval to the requisition.

- 4) Non-AASIS using agencies (i.e. institutions of higher education, Arkansas Highway and Transportation Dept.)

- a. Create an initial procurement document (requisition or purchase order).
- b. Submit the letter of justification and a copy of the purchasing document to the head of the procurement agency or designee above the level of agency procurement official.
- c. Upon receipt of written approval of the request, attach the approval to the requisition or purchase order.

- 5) Proceed with normal procurement procedure (i.e. release the requisition and issue procurement documents according to normal review, reporting and approval processes.)