

Sole Source

A Sole Source acquisition is used for purchasing goods or services by Kennesaw State

University when it is determined there is only one supplier capable of supplying the

needed goods or services.

Requester submits an ePro Special Request & Sole Source Justification Form, Sole Supplier/
Original Equipment Manufacturer (OEM) Letter,
& quote from supplier.

The assigned Buyer will review the form, conduct market research to determine if service providers exist to also satisfy the requirements, & determines if additional information is needed to justify the Sole Source purchase.

The College & University Procurement Officer (CUPO) reviews justification & supporting documents for approval.

Once approved the Georgia Procurement Registry (GPR) assigns a bid number to the Sole Source.

The expected contract value should be within KSU's delegated purchasing authority (DPA). If it exceeds that threshold, the Sole Source will either have to be submitted to the State Purchasing Division (SPD) for processing or a one-time request to exceed the DBA will have to be submitted to SPD for approval to process.

If the value amounts to \$500,000 or more, the Georgia Procurement Registry system will route the proposed Sole Source to the State Purchasing Division for review prior to posting. A determination by the Agency Sourcing Division will be sent to the state entity upon completion of review.

The posting must include:

Detailed description of goods/services to be purchased, exact quantity, per unit price, & total price. If the exact quantity is not known, the state entity must include the estimated quantity, per unit price, & total estimated value of the open contract.

Justification that is

defensible in court -

i.e. costs/unique

capabilities.

The expected term of contract, to include any renewal options.

The identity of the Sole Source supplier.

Justification for Sole Source & instructions to interested suppliers to file any challenges to the determination.

A letter from the supplier to support no other authorized seller, patent, copyright, etc.

Any Sole Source submission with an estimate less than \$25,000 qualifies as an Open Market Purchase (OMP) only, & the system will not allow it to be posted as a Sole Source. Error messages will give directions on how to proceed.

If the estimated contract value is \$25,000-\$249,999 the notice is to be posted for a minimum of five business days. If the value is \$250,000 or greater, the notice is to be posted for a minimum of fifteen days.

If a supplier is capable of providing the needed goods or services & desires to challenge a sole source determination, the supplier must file a protest with the State Purchasing Division Deputy Commissioner prior to the close of the Sole Source notice. Any such protest will be resolved by DOAS.

If a Sole Source determination is not successfully challenged, the University may proceed directly to contract award. The Buyer must complete SPD-AP005 Notice of Award, indicating the contract award amount, & post it directly to the GPR.

Links

Click here for the Georgia Procurement Manual Click here for the Department of Administrative Services (DOAS)

Click here for the Georgia Procurement Registry (GPR)