



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 specifications, 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:
<https://www.dfa.arkansas.gov/images/uploads/procurementOffice/SpecialProcurementPolicy.pdf>

2) Write a letter of justification per the *Sole Source Justification Guidelines* found at:
<https://www.dfa.arkansas.gov/images/uploads/procurementOffice/soleSourcePolicy.pdf>

3) AASIS using agencies

Create a purchase requisition for the procurement and process as normal. After you have received appropriate reviews on the requisition, and it has been determined that the purchase can only be made from a sole source then complete the 7-question sole source justification letter and attach to the Purchase Order or Outline Agreement that you have created in reference to your requisition. Code the document SS in the Our Reference field. This will route the purchase to the Office of State Procurement for review and approval.

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.