

SOLE SOURCE (SS)

Occasionally, the purchase of a commodity or service may fall under the designation of a sole source. SS procurements are those which are available only from a single source and cannot be competitively procured.

Brand name or design specifications are not sufficient justifications for SS procurements. The definition for what qualifies as a SS purchase is provided in 19-11-232.

The purchase still must follow established SS purchasing procedures and may require special approvals. To receive approval, after it has been determined that the purchase can only be made from a sole source, follow the directions provided in **Sole Source Procurement Procedures** and complete the **Sole Source Procurement Justification Form** provided on the TSS OSP website.

Note: Some purchases require Legislative reporting or review. If a service being procured meets the stipulations for Legislative Review, prior to the final AASIS release, a contract submission in the portal is required. Once reviewed, the contract will be executed by TSS OSP, and then the final AASIS releases can be made to begin the contract. Attach the executed Services form to the PO or OA. See the TSS OSP website for information regarding legislative review of services contracts.