**SOLE SOURCE PROCESS\***

**What is a sole source and do I need one?**

A sole source means that only one source exists that can provide your desired commodities. For purchases with a value of $25,000 or more, sole source purchases are prohibited unless the state entity establishes justification why the needed goods or services should not be procured through open competition. The sole source purchase may be made by filling out the sole source form and posting it to the Georgia Procurement Registry. If sole source is expected to be over $500,000.00, yearly, the requesting should contact the Procurement Department before filling out the sole source form.

The one or more of the below requirements must be met for a product and/or service to be considered a sole source

* + Only one supplier can satisfy the technical requirements because of unique technical competence or expertise. Consulting Services generally cannot be considered a sole source service.
	+ Only one supplier possesses patents or exclusive rights to manufacture or to furnish the item or service.
	+ Only one supplier can furnish the services because of the supplier's previous “Univeristy” experience and having an alternative **source** duplicating these capabilities would result in excessive costs to the state entity.
		- Excessive Costs Must Be Quantified!

**Procurement Services will decide if a sole source request is valid. If it is not valid, Procurement Services will work with the requesting department to publicly post the request as an RFP or RFQ to ensure that all laws and regulations are followed.**

**Sole Source Timeline:**

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| **Description** | **Time\*\*** |
| Request Must Identify Need | Dependent Upon Requesting Department |
| Requesting Department Must Fill Out [Sole Source Form](https://www.clayton.edu/procurement/docs/sole_source_brand_form.docx) | Dependent Upon Requesting Department |
| [Meet with Procurement Staff](https://doas.ga.gov/state-purchasing/seven-stages-of-procurement/all-7-stages) | Dependent Upon Requesting Department |
| Requesting Department Must Allocate Funding Before Moving into Solicitation Development | Dependent Upon Requesting Department |
| Procurement Department Researches Needed Products and/or Services to Include Reviewing Previously Developed Solicitations, Other Issuing Agency Personnel, Industry Standards, etc.. | 1 to 2 Weeks |
| Procurement Department Transposes Developed Specification Information into Appropriate Documents | 3 days |
| Procurement Department Receives Approval from Requesting Department and Acceptance by the Requesting Department | Dependent Upon Requesting Department |
| Contract Negotiation Process- Performed By Procurement Department | One to Two Weeks; However, Dependent Upon Bilateral Agreement of Terms |
| Procurement Department Publicly Posts the Solicitation as a [Notice of Intent](https://www.clayton.edu/procurement/docs/sole_source_brand_form.docx) to Award- Posted to Georgia Procurement Registry | Minimum of 1 to 3 Weeks |
| [Notice of Award](https://doas.ga.gov/state-purchasing/seven-stages-of-procurement/all-7-stages)- Posted to Georgia Procurement Registry | 1 Day |
| Official Signing of Contract | 1 Week  |
| Notice to Proceed- Issuance of University Purchase Order (Contract Award) | Dependent Upon Requesting Department |
| Total Required Time-Frame to Issue Contract Award for Needed Products and/or Services | One to Two Months |

\*This is only a guide. All time-frames shown are estimates. The decision of the solicitation type and processes structure shall be solely determined by the CSU Procurement Office.

\*\*All times are contingent upon the of rate of approved and returned documents