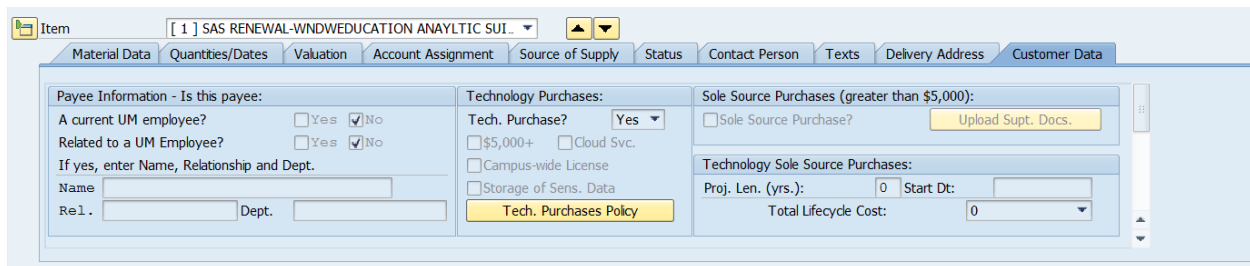


Sole Source Purchases – Review/Approval Process

Due to the passage of HB825 and SB2400, additional processes/procedures have been put into place with regards to how UM handles sole-source purchases. This document describes the new workflow for both information technology (IT) sole source related purchases as well as the non-IT sole source purchases.

Please see the following screen shot for changes to the requisition on the Customer Data Tab:



The screenshot shows the SAP Customer Data tab for a requisition. The item is '[1] SAS RENEWAL-WNDWEDUCATION ANAYLTIC SUI'. The tabs include Material Data, Quantities/Dates, Valuation, Account Assignment, Source of Supply, Status, Contact Person, Texts, Delivery Address, and Customer Data. The Customer Data tab is active and contains three main sections:

- Payee Information - Is this payee:**
 - A current UM employee? Yes No
 - Related to a UM Employee? Yes No
 - If yes, enter Name, Relationship and Dept.
Name:
Rel.: Dept.:
- Technology Purchases:**
 - Tech. Purchase? No Yes
 - \$5,000+ Cloud Svc.
 - Campus-wide License
 - Storage of Sens. Data
 -
- Sole Source Purchases (greater than \$5,000):**
 - Sole Source Purchase?
 - Technology Sole Source Purchases:**
 - Proj. Len. (yrs.): Start Dt:
 - Total Lifecycle Cost:

General Workflow for IT Sole Source Purchases (Information Technology Related Purchases):

- 1) The requesting department will initiate a purchase requisition (PR) within SAP. While completing the PR, the department will have to mark/answer the following:
 - i) Mark that the purchase is a sole source purchase
 - ii) Mark that the purchase is an information technology (IT) related purchase
 - iii) Identify the categories of the IT purchase/project (cloud, sensitive data, etc.)
 - iv) Enter the Project Length of the IT purchase - number of years
 - v) Enter the anticipated Start Date of the IT purchase
 - vi) Identify the Total Lifecycle Cost range of the IT purchase/project
- 2) When the PR is saved by the requesting department, an email will be sent to the user creating the PR with detailed instructions on the next step(s) they need to take to complete the purchasing process. Procurement will also receive a copy notifying them that a sole source purchase requisition involving a technology purchase has been created.

- 3) The requesting department will be directed to complete an IT Sole Source Request Form located at www.olemiss.edu/solesource and upload the following as a single PDF file to that same form:
 - i) The vendor's sole source letter that certifies that the product is unique and that the product is only available from the vendor.
 - ii) A signed price proposal from the vendor listing all lifecycle costs of the project.
 - iii) If Lifecycle costs exceed \$250,000, the requesting department will also have to submit the Mississippi Department of Information Technology Services (ITS) Sole Source Certification Request form found at:
<http://www.its.ms.gov/Procurement/Pages/Procurement-Forms.aspx>
- 4) Upon submission of this request form, an e-mail notification will be sent to the Procurement Office. Procurement will attach the PDF file that was submitted in step 3 to the purchase requisition (PR).
- 5) Procurement will review the PR and all attachments/supporting documents to ensure that the PR meets the required specifications for a sole source purchase. If it does not meet the requirements, then Procurement will work with the department to adjust/revise items as needed. Once the PR meets the specifications for a sole source purchase, Procurement will release the PR to IT using an approval box located within the "Customer Data" tab of the purchase requisition transaction.
- 6) Upon release by Procurement, an e-mail will be sent to itpurchase@olemiss.edu notifying the CIO/delegates that a sole source technology purchase is ready for review and approval. The creator of the requisition will also receive an email stating the PR has been released to IT for review.
- 7) The CIO/delegate will review the PR and all accompanying documents using the Technology Purchases Approval application within myOleMiss and will take action (approve/deny) on the PR. Upon approval / denial, an email will be sent to the requesting department and Procurement notifying them that the PR has been approved pending the required advertisement for objections to the sole source status of the purchase.
- 8) At this point, the purchase may follow one of two paths:
 - i) If Lifecycle costs do not exceed \$250,000, Procurement will complete a "Notice of Intent to Certify IT Sole Source" document (Exhibit A), which will be published on the Procurement website. Procurement will then advertise the purchase as specified in the ITS Procurement Handbook using the form located in Exhibit B of this document including a link to our Procurement website for objection instructions. If there are no responses as a result of the advertisement process,

then Procurement will issue a Purchase Order (PO) for the purchase and proceed using their normal process.

- ii) If Lifecycle costs exceed \$250,000, the sole source purchase must be advertised and approved by ITS prior to issuance of a purchase order. If approved by ITS, a CP-1 will be completed by ITS and sent to the requesting department. The department should then forward the CP-1 to Procurement. At that point, a purchase order will be issued.

General Workflow for Sole Source Purchases (Non- IT purchases):

- 1) The requesting department will create a purchase requisition (PR) marking that the purchase is a sole source purchase.
- 2) When the PR is saved by the requesting department, an email will be sent to the user creating the PR with detailed instructions on the next step(s) they need to take to complete the purchasing process. Procurement will also receive a copy notifying them that a sole source purchase requisition has been created.
- 3) The requesting department will be directed to complete an Sole Source Request for Non- IT Purchases located at www.olemiss.edu/solesource and upload a signed price proposal from the vendor listing all costs associated with the purchase as a single PDF file.
- 4) Upon submission of this request form, an e-mail notification will be sent to the Procurement Office. Procurement will attach the PDF file(s) that were created in step 3 to the PR.
- 5) Upon receipt of the non-technology Sole Source Request, Procurement will review documentation to ensure that the PR meets the required specifications for a sole source purchase. If it does not meet the requirements, then Procurement will work with the department to adjust/revise items as needed. Once the PR meets the specifications of a sole source purchase, Procurement will complete a "Notice of Intent to Certify Sole Source" document (Exhibit C), which will be published on the Procurement website as well as the State of Mississippi website using the State of Mississippi's MAGIC ERP system.
- 6) Procurement will advertise the purchase as required/specified in the Mississippi Department of Finance and Administration (DFA) Procurement Manual using the form located in Exhibit D of this document.
- 7) If vendors submit no practical objections, Procurement will submit a P1 form to DFA via the State of Mississippi MAGIC system (including attaching the sole source request form completed by the requesting department, the published Sole Source Notice, proof of the local ad, proof of the state website ad, the signed vendor's quote, and justification letter

along with the results of advertising) and will request approval to proceed with the purchase as a sole source purchase.

- 8) Upon approval of the P1 by DFA, Procurement will attach any remaining documents to the PR and release the purchase requisition by using the approval box on the purchase requisition. This step will generate an email to the requesting department.
- 9) Procurement will convert the PR into a Purchase Order (PO).
- 10) Procurement will process the PO using their normal process.
- 11) Procurement will submit/attach the PO to the P1 within the State of Mississippi's MAGIC system.

Exhibit A – Notice of Intent to Certify Sole Source (IT purchase)

UNIVERSITY OF MISSISSIPPI

Notice of Intent to Certify Sole Source

ITSS _____

The University of Mississippi (UM) anticipates purchasing the item(s) listed below as a sole source purchase. Anyone objecting to this purchase as a sole source shall follow the procedures outlined below.

Commodity or commodities to be purchased (manufacturer, model, description):

(Text completed here by Procurement Services based on requesting department requisition and sole source form submission)

The need to be fulfilled by this item(s) and why it is the only one that can meet the specific needs of the department:

(Text completed here by Procurement Services based on requesting department requisition and sole source form submission)

Name of company/individual selling the item and why that source is the only possible source that can provide the required item(s):

(Text completed here by Procurement Services based on requesting department requisition and sole source form submission)

Submission Instructions and Format of Response from Objecting Parties:

Interested parties who have reason to believe that the item(s) above should not be certified as a sole source should provide information in the following format for UM to use in determining whether or not to proceed with awarding the Sole Source purchase.

1.1 Interested Party Information

1.1.1 Contact Name, Phone Number, Address and email address

1.1.2 Company Website URL, if applicable

1.2 Objection to Sole Source Certification

1.2.1 Interested parties must present specific objections to the Sole Source certification using the criteria listed above.

1.2.2 A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.

1.3 Comments will be accepted at any time prior to _____ (day), _____ (date), at _____ (Central Time) to Katherine Jones at kajones4@olemiss.edu (with Cc: to purchase@olemiss.edu) at The University of Mississippi Procurement Services Department, 164 Jeanette Phillips Drive, PO Box 1848, University, Mississippi 38677. Responses may be delivered by hand, via regular mail, overnight delivery, or e-mail. The envelope or email should reference the sole source number. **UM WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES.** It is solely the responsibility of the Interested Parties that responses reach UM on time. Interested Parties may contact Katherine Jones to verify the receipt of their Responses. Responses received after the deadline will be rejected.

If after a review of the submitted notice and documents, UM determines that the commodity in the proposed sole source request can be provided by another person or entity, then UM will withdraw the sole source certification and submit the procurement of the commodity to an advertised competitive bid or selection process.

If UM determines after review that there is only one (1) source for the required commodity, then UM will follow applicable ITS procedure for making the purchase.

EXHIBIT B – Advertisement of IT Sole Source Purchase



The University of Mississippi

PURCHASING DEPARTMENT

University, MS 38677

Phone: (662) 915-7448 Fax: (662) 915-7752

LEGAL ADVERTISEMENT TO APPEAR IN xx/xx/xxxx AND xx/xx/xxxx ISSUES.

NOTICE IS HEREBY GIVEN THAT THE UNIVERSITY OF MISSISSIPPI ANTICIPATES PURCHASING THE ITEM(S) LISTED BELOW AS A SOLE SOURCE PURCHASE.

ITSS ### - _____ (item description)

ANYONE OBJECTING TO THIS PURCHASE AS A SOLE SOURCE SHALL FOLLOW THE LINK BELOW FOR FURTHER INSTRUCTIONS:

<http://procurement.olemiss.edu/bid-file/>

INTERESTED PARTIES WHO HAVE REASON TO BELIEVE THAT THE ITEM(S) ABOVE SHOULD NOT BE CERTIFIED AS A SOLE SOURCE SHOULD RESPOND IN ACCORDANCE WITH INSTRUCTIONS FOUND AT THE LINK ABOVE NO LATER THAN _____ (day), _____ (date), at _____ (Central Time).

NEED TO INCLUDE PROCUREMENT CONTACT PERSON INFO!!! (name of contact person) at (telephone number), at (physical mailing address) or at (email address).

RACHEL BOST
DIRECTOR OF PROCUREMENT SERVICES

PLEASE E-MAIL KAJONES4@OLEMISS.EDU AND ACKNOWLEDGE RECEIPT OF THIS AD.

Exhibit C – Notice of Intent to Certify Sole Source (Non- IT purchase)

UNIVERSITY OF MISSISSIPPI Notice of Intent to Certify Sole Source

SS _____

The University of Mississippi (UM) anticipates purchasing the item(s) listed below as a sole source purchase. Anyone objecting to this purchase as a sole source shall follow the procedures outlined below.

Commodity or commodities to be purchased (manufacturer, model, description):

(Text completed here by Procurement Services based on requesting department requisition and sole source form submission)

The need to be fulfilled by this item(s) and why it is the only one that can meet the specific needs of the department:

(Text completed here by Procurement Services based on requesting department requisition and sole source form submission)

Name of company/individual selling the item and why that source is the only possible source that can provide the required item(s):

(Text completed here by Procurement Services based on requesting department requisition and sole source form submission)

Submission Instructions and Format of Response from Objecting Parties:

Interested parties who have reason to believe that the item(s) above should not be certified as a sole source should provide information in the following format for UM to use in determining whether or not to proceed with awarding the Sole Source purchase.

1.4 Interested Party Information

- 1.4.1 **Contact Name, Phone Number, Address and email address**
- 1.4.2 **Company Website URL, if applicable**
- 1.5 **Objection to Sole Source Certification**
 - 1.5.1 **Interested parties must present specific objections to the Sole Source certification using the criteria listed above.**
 - 1.5.2 **A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.**
- 1.6 **Comments will be accepted at any time prior to _____ (day), _____ (date), at _____ (Central Time) to Katherine Jones at kajones4@olemiss.edu (with Cc: to purchase@olemiss.edu) at The University of Mississippi Procurement Services Department, 164 Jeanette Phillips Drive, PO Box 1848, University, Mississippi 38677. Responses may be delivered by hand, via regular mail, overnight delivery, or e-mail. The envelope or email should reference the sole source number. **UM WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES.** It is solely the responsibility of the Interested Parties that responses reach UM on time. Interested Parties may contact Katherine Jones to verify the receipt of their Responses. Responses received after the deadline will be rejected.**

If after a review of the submitted notice and documents, UM determines that the commodity in the proposed sole source request can be provided by another person or entity, then UM will withdraw the sole source certification and submit the procurement of the commodity to an advertised competitive bid or selection process.

If UM determines after review that there is only one (1) source for the required commodity, then UM will appeal to the Public Procurement Review Board for approval to purchase.

EXHIBIT D – Advertisement of Sole Source (Non – IT) Purchase



The University of Mississippi

PURCHASING DEPARTMENT

University, MS 38677

Phone: (662) 915-7448 Fax: (662) 915-7752

LEGAL ADVERTISEMENT TO APPEAR IN xx/xx/xxxx AND xx/xx/xxxx ISSUES.

NOTICE IS HEREBY GIVEN THAT THE UNIVERSITY OF MISSISSIPPI ANTICIPATES PURCHASING THE ITEM(S) LISTED BELOW AS A SOLE SOURCE PURCHASE.

SS ### - _____ (item description)

ANYONE OBJECTING TO THIS PURCHASE AS A SOLE SOURCE SHALL FOLLOW THE LINK BELOW FOR FURTHER INSTRUCTIONS:

https://www.ms.gov/dfa/contract_bid_search/Bid under RFX #315 _____

INTERESTED PARTIES WHO HAVE REASON TO BELIEVE THAT THE ITEM(S) ABOVE SHOULD NOT BE CERTIFIED AS A SOLE SOURCE SHOULD RESPOND IN ACCORDANCE WITH INSTRUCTIONS FOUND AT THE LINK ABOVE NO LATER THAN _____ (day), _____ (date), at _____ (Central Time).

NEED TO INCLUDE PROCUREMENT CONTACT PERSON INFO!!! (name of contact person) at (telephone number), at (physical mailing address) or at (email address).

RACHEL BOST
DIRECTOR OF PROCUREMENT SERVICES

PLEASE E-MAIL KAJONES4@OLEMISS.EDU AND ACKNOWLEDGE RECEIPT OF THIS AD.