




Department of Health Professions

DIRECTOR'S POLICY # 76-5.3

Sole Source Approval for Examination Services

Effective Date: December 28, 2009

Approved By:


Sandra Whitley Ryals, Director

Purpose: The purpose of this directive is to establish a procedure to expedite the approval, as required by law, by the Director for the procurement of examination services.

Policy: A Sole Source procurement is authorized when there is only one source practicably available for the services required. Sole Source Procurements for Examination Services up to \$50,000. must be approved in advance by the agency head or designee, which shall be the chief purchasing officer or a direct report to the agency head, in addition Sole Source Procurements for Examination Services over \$50,000. must also be approved by DGS/DPS prior to commencement of the actual procurement.

Procedure: Establish what is needed, quantity, when, where, etc., and estimated cost.

1. Research vendors to verify that competition is unavailable. Document steps to validate sole-source option using APSM Annex 8-C. Agency head or designee must approve documentation justifying sole source stating facts showing "only one source practicably available," If over \$50,000. send to DGS/DPS for approval.
2. Negotiations shall be conducted with the vendor. Issues for negotiation may be optimum price, delivery or payment terms, start-up supplies, extended warranties, service, etc. include documentation of the negotiation in files.
3. Reasonableness may be determined by contacting other users who have purchased same or similar services from vendor. Documentation supporting the determination of price reasonableness must be part of the file.
4. Issue award document and place notice of sole source award on eVA.