Department of Health Professions

DIRECTOR'S POLICY # 76-5.3

Sole Source Procurement for Examination Services

Effective Date:
November 16, 2015

Approved By: _____
David E. Brown, D.C., Director

Purpose: The purpose of this directive is to establish a procedure to expedite the approval, as required by law, by the Director for Sole Source Procurements.

Policy: A Sole Source Procurement is authorized when there is only one source practicably available for the goods or services required. Sole Source Procurements for goods or 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 goods or services over $50,000 must also be approved by DGS/DPS/VITA prior to commencement of the actual procurement.

Procedure:

1. Research vendors to verify that competition is unavailable. Document steps to validate sole-source option using APSM Annex 8-C. If over $50,000, agency head or designee must approve documentation justifying sole source, stating facts showing "only one source practicably available." Send to DGS/DPS/VITA 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 to eVA.