



Table with 6 columns: Policy Name, Section Title, Approval Authority, Responsible Executive, Responsible Office, Responsible Reviewer, Policy Number, Former Policy No., Effective Date, Revised Date, Last Reviewed.

Purpose:

To ensure procurement procedures meet the agency's mission, fully conform to state law and are conducted in a fair and impartial manner.

Policy:

It is the policy of the Agency to obtain high quality goods and services at a reasonable cost, by conducting procurement in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety; that competition is sought to the maximum feasible degree to ensure a reasonable cost and conform to the The Virginia Public Procurement Act (VPPA), Agency Procurement and Surplus Property Manual (APSPM)Vendors Manual, Construction and Professional Services Manual (CPSM) issued by DGS/Division of Engineering and Buildings and the Virginia Information Technology Agency (VITA) Buy IT Manual regardless of the source of funds by which the contract is to be paid or which may or may not result in monetary consideration for either party.

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

Procedures:

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 APSPM Annex 8-C or VITA's Sole Source form found in their BUY IT manual. Agency head or designee must approve documentation justifying sole source, stating facts showing "only one source practicably available". If goods or services are over \$50,000 or \$100,000 for IT goods and services, 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



# Department of Health Professions

Contracts and Procurement(76-30)

Sole Source Procurement for Examination Services(76-30.03)

Adopted Date: 12/27/2017

Approved By: \_\_\_\_\_

*David E. Brown*

in the procurement file.

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.