

Sole Source Guide and Checklist

Sole Source Defined

A sole source purchase is a procurement in which only one vendor can provide the required product or service due to unique features, compatibility requirements, proprietary technology, or other circumstances that prevent meaningful competition.

When is Competition Required for a Purchase?

Under Mississippi Code 31-7-13, purchases over \$5,000 generally require competition.

- Purchases between \$5,000 and \$75,000 may proceed with quotes from vendors offering comparable products or services.
- If comparable competition is not available after reasonable research, the sole source process may be appropriate.

Before Starting a Sole Source Request

Please gather the following documentation before submitting your requisition:

1. Vendor Quote

- Obtain a valid quote from the vendor.
- Sole source approvals will take several weeks, so quotes should remain valid for as long as possible. At least a 45-day validity period is preferred.

2. Sole Source Questionnaire

- Complete the 5-question sole source questionnaire word document. It can be found here <https://www.procurement.msstate.edu/optrequests.php>.
- Clearly explain why the product or service is unique and why no comparable alternative will meet the department's needs.
- This document will be publicly advertised and reviewed during the approval process.

3. ITS Sole Source Letter (For IT Purchases Only)

- For ITS related purchases, include a letter from the vendor stating they are the sole provider or authorized source of the product, software, or service.

Submitting the Requisition

1. Create a non-catalog requisition in Bully Buy.
2. Answer “**YES**” to the sole source question on the header level of the requisition.
3. Attach all supporting documentation before submitting for approval.

The requisition will then route through the appropriate sole source procurement review process.

How to Process a Sole Source Purchase in Jaggaer



This guide walks you through the steps required to finalize a sole source purchase within the Jaggaer procurement platform. Following these instructions ensures you correctly identify the vendor and save your transaction settings for compliance.

1 Go to [Bullybuy.msstate.edu](https://bullybuy.msstate.edu)

Then start a non-catalog item order. Once you go to checkout you will select the pencil.

The screenshot shows the Jaggaer procurement platform interface for a requisition with ID 210589081. The page is titled 'Requisition • 210589081' and includes a search bar and a dropdown menu. Below the title are navigation tabs: Summary, PO Preview, Comments, Attachments, and History. The 'Summary' tab is selected, displaying three main sections: General, Shipping, and Billing. The 'Shipping' section is highlighted with an orange circle, and a tooltip 'Edit Shipping Section' is visible over its edit icon. The 'General' section includes fields for Department (Procurement & Contracts (1)), Cart Name (2026-01-05 SGC64 01), Description (no value), Priority (Normal), Prepared by (Sasha Cole), Prepared for (Sasha Cole), and Work Order (no value). The 'Shipping' section includes 'Ship To' information (Attn: MS 9718-Sasha, Mail Stop # 405 East Garrard Rd, Starkville, MS 39759, United States) and a 'Sole Source' section with a red 'X' next to the question 'Is this a Sole Source?'. The 'Billing' section includes 'Bill To' information (Accounts Payable, PO Box 5307, Mississippi State, MS 39762, United States), 'Credit Card Info' (No credit card has been assigned.), and 'Billing Options' (Accounting: no value, Date).

2 Click "Is this a Sole Source?"

CURRENT ADDRESS

Attn: ★ MS 9718-Sasha Add to my addresses

Mail Stop #

Address Line 1 405 East Garrard Rd

City Starkville

State MS

Zip Code 39759

Country United States

Receiving & Property Control - MS 9718-Sasha, [Mail Stop #], 405 East Garrard Rd, Starkville, MS 39759, United States ★

Procurement & Contracts - Sasha Cole, 245 Barr Avenue, 610 McArthur Hall, Mail Stop 9718, Mississippi State, MS 39762, United States

Search additional Results Per Page 10

Sole Source

Is this a Sole Source?

IT Request

★ Required fields

Save Close

3 Click "Save"

CURRENT ADDRESS

Attn: ★ MS 9718-Sasha Add to my addresses

Mail Stop #

Address Line 1 405 East Garrard Rd

City Starkville

State MS

Zip Code 39759

Country United States

Receiving & Property Control - MS 9718-Sasha, [Mail Stop #], 405 East Garrard Rd, Starkville, MS 39759, United States ★

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Search additional Results Per Page 10

Sole Source

Is this a Sole Source?

IT Request

★ Required fields

Save Close