

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## INTERNAL POLICIES AND PROCEDURES

**Subject: REVIEW OF SOLE SOURCE CONTRACTS**

**Date: August 28, 2008**

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**Purpose:** The Department of Administrative Services and its divisions recognize the value of competitive bidding in the procurement of goods and services. Sole source procurements are subject to considerable public scrutiny and extra care and caution must be taken to ensure fair competition in the procurement process.

This policy is intended to be an adjunct to FIACCT 04, *et. seq.*, and does not supersede the policies and procedures contained therein.

**Policy:**

1. For the period of the pilot project, the following Department of Administrative Services purchasing transactions shall be subject to the review and approval of the Department Sole Source Review Committee:
  - a. Sole source contracts or sole source purchases over \$10,000;
  - b. Sole source contract for Architectural/Engineering services over \$50,000.
2. Procedurally, approval from the Department Sole Source Review Committee must be obtained prior to the completion of the purchasing transaction pursuant to FIACCT 04-04.01, Sole Source Purchases, (1)(c); and FIACCT 04-05.01.