



**State of Georgia
Department of Administrative
Services
State Purchasing**

Official Announcement #16-02

FROM: Lisa Eason
Deputy Commissioner

DATE: December 3, 2015

TO: Purchasing Directors, Agency and University Procurement Officers (APOs/CUPOs);
State Procurement Staff

RE: Revised Sole Source Policy Change, Effective January 1, 2016

In order to effectively monitor sole source procurements and prevent procurement protests, effective January 1, 2016, the State Purchasing Division will require that all sole source procurements over \$500,000 be submitted to DOAS for approval prior to posting. Requests should be submitted via email for approval to the Agency Sourcing Division mailbox at agency.sourcing@doas.ga.gov. Each request should contain a justification for the procurement (using form SPD-PS020) stating an estimated cost and terms associated with the sole source. The request will be reviewed by the Agency Sourcing Division to ensure compliance with the sole source guidelines in the Georgia Procurement Manual (GPM). The entity will be notified in writing by the Agency Sourcing Division of their determination.

For all questions regarding this Official Announcement, please contact:
ProcessImprovement@doas.ga.gov.