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.