



Sole Source Certification Request

Project Title:			
Contact Information			
Agency/Institution:		Contact Person:	
Mailing Address:		Phone Number:	
		Email Address:	
MAGIC Customer # (only required from state agencies):		Division/Dept:	
Project Summary			
Description of Project: (Include details of original acquisition if applicable)			
ITS Acquisition Approval (CP-1) should be effective through this date:			
Cost Estimates (Maximum allowed duration is 3 years per request/project)			
Fiscal Year	Initial Costs	Ongoing Costs	Time Constraints
FY			Item Needed by:
FY			Funds Expire:
FY			Other Important Deadline(s): (e.g. current contract/CP-1 expiration dates)
Total Estimated Project Cost:			
Funding Source: Click Here to Select			
Discuss Funding: (e.g. fund number; how much of needed funding is definite; total project budget; any matching or other non-state funds)			
Acquisition Details			
Item or Part Number	Quantity	Description	Building Location(s)
Describe Platform and Infrastructure: Where does your agency plan to house or host the requested equipment or service? What resources currently available through ITS are needed (network connectivity, cloud computing/storage, colocation, business resiliency, etc.)? <i>NOTE: For equipment or services outside of current ITS available contracts and resources, justification must be attached.</i>			
Sole Source Certification - Certification must be renewed for each revision or continuation of previous Sole Source Approvals.			
Explain why these products or services are the only ones that can meet your needs: (Include specific functionality or special features that make this product or service unique)			
Specific business requirements to be met by the products/services: (e.g. intended use, how it helps accomplish a task, etc.)			
Explain why this is the only entity that can provide the products/services: (Include other products/vendors researched or evaluated)			
If for services or installations (not a product) the following two questions must be addressed.			
Explain below why the amount to be expended is reasonable:		Explain below what was done to obtain the best possible price:	
Vendor's proposal attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No (select only one)	Vendor's Certification of Sole Source attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
MAGIC Vendor Code(s) - Vendor must be in MAGIC before a CP-1 can be issued.			
Place Order To Vendor Code:	Vendor Name:	Remit To Vendor Code:	Vendor Name:
	Vendor Address:		Vendor Address:

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13.

Name and Title (Agency Head/Institution President/CIO)
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Signature

Date